

# Job Opening Announcement & Job Description



## WENATCHEE VALLEY TECH CENTER- Automotive Technology Instructor

<b>Supervisor:</b> Director of Wenatchee Valley Technical Skills Center	<b>Division:</b> Wenatchee Valley Tech Center <b>Location/Assignment:</b> Wenatchee WA
<b>Salary Range:</b> State Allocation Schedule	<b>Conditions of work:</b> 1.0 FTE- 5 days per week, 180 Days (depending on enrollment) <i>Plus summer school</i>

### GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. The Wenatchee Valley Technical Skills Center and the regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of students as the Automotive Technology Instructor. The Automotive Technology Instructor is responsible for teaching high school students at Wenatchee Valley Tech Center. The class must be taught in a safe and orderly manner in a neatly maintained facility. The instructor will be responsible for participating in the development of curriculum with an emphasis on integrated curriculum and alignment of course competencies with the essential academic learning requirements. The instructor must have the ability to incorporate new and emerging technology into the instruction process as well as become involved with community and industry partnerships in the area.

### Qualifications:

#### Required:

- Must meet requirements to obtain Career and Technical Education certification; Highly-Qualified in Automotive Technology/Repair being taught is required.
- Have at least 6,000 hours (3 years) experience as an automotive technician.
- Master ASE certification (or ability to obtain).
- Current CPR/First Aid/AED certification (or ability to obtain).

#### Preferred:

- Experience working and supervising students in a classroom setting.
- Experience and desire to work with high school students in developing their knowledge and skill to be employed in the automotive repair industry or to continue to post-secondary education.
- Proven knowledge of current automotive repair skills and techniques.

#### Timeline:

Position opens: January 4, 2018  
Position closes: January 17, 2018  
Screening & Interviews: As soon as possible  
Position begins: January 2018

**Note:** Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

**NCESD is an Equal Opportunity Employer**

### Responsibilities:

- Be responsible for all students in the shop, classroom and engine lab areas; be accountable for their whereabouts during school hours.
- Ability to build and foster partnerships within the community and promote Career and Technical Education programs.
- Maintain an Advisory Committee of local employers and meet at least quarterly. Keep agenda and minutes.
- Supervise and support student work-based learning opportunities through job shadows and internships.
- Ability to work as part of a team cooperatively within the school context and organization.
- Ability to motivate and instruct students of all ability levels with emphasis on providing for individual learning styles-basic levels and extensions beyond basics.
- Demonstrate ability to provide leadership and guidance to the student leadership

requirements of the program.

- Assist in the development of curriculum with an emphasis on integrated curriculum and alignment of course competencies with the essential academic learning requirements.
- Be proficient and current in the knowledge of Automotive Repair.
- Perform lectures to a class of students, on each of the 8 areas of the automotive industry.
- Maintain a grading record and system for auto repair, math, science and English.
- Prepare up to date curriculum for automotive repair corresponding with the frameworks for OSPI and NATEF.
- Maintain clean and safe repair of all equipment and tools in the shop and be sure all safeguards are on hand.
- Perform hands-on automotive repair with the students for training purposes.
- Obtain and keep the ASE certifications in the automotive industry up to date.
- Maintain 40 hours of current industry training per year.
- Interact with the customers, oversee repairs, perform ordering and billings of parts and materials.
- Maintain a daily tool-inventory system of checks and balances with each class to prevent equipment loss.
- Keep MSDS reports and all first aid reports for all students.
- Organize availability of internships and leadership opportunities for students through the Advisory Committee and SkillsUSA.
- Run SkillsUSA competitions and teach students how to participate in them; be with students at competitions, and be responsible for their whereabouts at all times.
- Establish and implement policies, procedures and standards for the safe, efficient and effective management of the automotive tech class.
- Assist in supporting other instructors at the Wenatchee Valley Technical Skills Center.
- Facilitate and provide training among department staff, school districts, agency staff, students and parents for the purpose of maintaining a successful program.
- Maintain CTE Certification for Washington State.

#### **Professional Growth and Responsibilities**

- Meets or exceeds performance expectations in the following areas:
  - Competence
  - Quality & Quantity of Work
  - Attitude
  - Flexibility, Innovation & Initiative
  - Cooperation with Supervisor/Director & Peers
  - Demonstrates & Supports Agency Values
- Supports, implements, and abides by ESD and partnering agencies' policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Other duties as assigned by the Director of Wenatchee Valley Technical Skills Center and the Superintendent of the North Central ESD.

#### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 lbs., frequently lift and/or move up to 25 lbs., and

occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Application Procedure:**

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below. **All completed packets must be submitted on-line.**

[Click here to apply](#)