Metropolitan Education District
Auto Body Repair Teacher

Location:	**Metropolitan Education District** **Silicon Valley Career Technical Education (SVCTE)** **760 Hillsdale Avenue, San Jose CA 95136**
Reports To:	**SVCTE Principal**
Classification:	**Contract Teacher, CTA Unit**
Date Approved:	**3/14/18**
Date Revised:	
Position Control:	**141018, Salary Schedule 3, Range 1, Work Year 184 days**

POSITION DESCRIPTION:
Under the direction of the SVCTE Principal, and with appropriate support, the teacher is responsible for instruction, training and career preparation that will prepare the student for entry-level employment specifically in the career pathway of Auto Body Repair. The course will provide students with the opportunity to learn entry-level skills in the Auto Body Repair Industry. Instruction includes theory and techniques related to the process of welding, metal straightening and panel/body alignment on a variety of auto body industry materials including metal, glass and plastic. Students will learn effective customer relations and sales in multiple settings. Estimating damage and repair costs and procedures are key components in this course. Second year students in this course may qualify for advanced instruction with counselor/teacher approval. The instructor will be responsible for developing student skills, knowledge and attitudes commensurate with the goals of the program and for effectively using materials and equipment to meet goals. Performs other related work as required. This is an exempt position.

AREAS OF RESPONSIBILITIES/DUTIES:
Essential Functions:

- Utilizes a variety of effective and professional teaching techniques and methods, which assist student(s) in attaining the performance objectives of the course
- Prepares and presents a course of study including program objectives, student performance objectives and lesson plans
- Assists in the preparation of the program budget and is responsible for making requests for materials and supplies not to exceed the amount and types of expenditures set forth in the program's approved budget
- Makes provisions for immediate supervision of all students while they are at community training sites
- Documents student progress, performance and other related data
- Assists in student placement activities
- Submits all forms and information needed for attendance accounting and grade reporting
- Assist coordinating administrator in the planning and maintaining of the advisory committees which will include representatives from related business, industry, labor, professional organizations and other public and/or private agencies providing the same or related training and holds a minimum of one meeting during each school year
- Attends staff meetings and other meetings as required by the Principal
- Observes the administrative policies for credentialed personnel as set forth by the Governing Board
- Establishes and maintains safety policies and procedures for classrooms
- Be in attendance on site as required

EMPLOYMENT STANDARDS:
Knowledge of:

- Auto Body Repair trends and career opportunities
- Effective techniques of student supervision, motivation, retention and discipline
- Products related to Auto Body Repair

EMPLOYMENT STANDARDS CONTINUED:
Ability to:

- Effective student testing, evaluation methods, and techniques
- Curriculum and instructional materials for assigned subject area
- Use a variety of appropriate technologies used in Auto Body Repairs needed for entry level technicians
- Maintain effective discipline and order in a classroom or work site environment
- Establish and maintain effective work relationships in the performance of required duties
- Safely and effectively operate a variety of equipment appropriate for the assigned instructional area
- Perform basic math for calculating consumer estimates
- Develop “in the community” training sites for students and be responsible for complying with the administrative regulations set forth for such community classroom sites
- Interpret written procedures
- Write routine documents and speak clearly
- Understand multiple-step instructions
- Effectively communicate both in written form and orally
- Understand and interpret laws and regulations.
- Be flexible and open to change
- Prepare daily lesson plans
- Operate a variety of equipment related to Auto Body Repair
- Use tools and supplies related to Auto Body Repair

MINIMUM QUALIFICATIONS:

Specific knowledge required to perform the functions of this job include:

- Ability to develop curriculum and effectively provide instruction
- Current knowledge and experience with industry trends, methodology and practices

Experience:

- A minimum of three (3) years of successful teaching experience is desirable but not necessary, preferably in Career Technical Education and/or Regional Occupational Programs (ROP)
- Experience working with industry specific field educational programs, and/or site supervising and managing CTE instructional programs is desired
- Desirable: experience working in the Automotive Industry
- Minimum of three (3) years of industry experience

MINIMUM QUALIFICATIONS CONTINUED:
Education and Credentials:

- Possess a Designated Subjects (DS)/Career Technical Education (CTE) Credential; or be eligible to apply for a Career Technical Education (CTE) Credential in the subject area: Automotive
- To be eligible for the CTE preliminary credential, you must have 3 or more years of work experience in the Automotive Industry
- Must be able to provide copies of credentials as required for the position or provide evidence of qualifying for required credentials with your application materials
- Bachelor's Degree preferred from a regionally accredited institution but not required in Automotive
- Minimum of three (3) years of industry experience

License:
Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:
The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:
Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____ Signed: _____
Employee Signature