

JOB DESCRIPTION

POSITION TITLE: Teacher, High School, Automotive Service Technology Teacher, Cobb Innovation & Technology Academy	JOB CODE: 150Y
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORKDAYS: 208
REPORTS TO: Director of Cobb Innovation & Technology Academy	PAY GRADE: CZ00 CIT (1, 2, 4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: The automotive teacher of the Cobb Innovation & Technology Academy provides instruction in selected areas of Automotive Technology to ensure that students gain appropriate knowledge and skills about the industry and are prepared for a career and postsecondary opportunities.	

REQUIREMENTS:

1.	Educational Level: Associate degree or higher in an automotive related field required or the equivalent industry certificates.
2.	Certification/License Required: Must hold a valid Automotive Service Technology Certification or meet qualifications to apply for the certificate with the Georgia Professional Standards Commission. Hold valid certification from the National Institute for Automotive Service Excellence (ASE) in one of the following: (i) Automobile & Light Truck Certification (Series A), in all four of the areas of: Suspension and Steering (A4); Brakes (A5); Electrical/Electronic Systems (A6); and Engine Performance (A8); or (ii) Auto Maintenance and Light Repair Certification (Test G1).
3.	Experience: Minimum of two years of occupational work experience in the Automotive Service Technology Industry.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners, student management, and excellent organizational skills.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Teaches skills and knowledge in one or more automotive education courses; Instructs pupils in workforce readiness skills and basic subject matter specified in state law and administrative regulations and procedures of the school district. Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences.
3.	Develops lesson plans and organizes class time so that preparation, instruction, lab work, and cleanup activities can be accomplished within the allotted time frame. Integrates appropriate technology into classroom instruction. Prepares adequately for responsibilities to be assumed when absent.
4.	Demonstrates industrial materials, equipment, tools and processes, using models, or other instructional aids; guides pupils in selection of appropriate elective projects or experiments. Provides community-based instruction and projects based on program guidelines and requirements.
5.	Maintains a record of student attendance and makes daily reports of student absences; evaluates each pupil's performance, knowledge, and skills.
6.	Instructs pupils in the use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, and equipment; maintains control of storage and use of school-owned property; makes minor

	adjustments and requests repairs to tools and equipment; establishes and maintains standards of pupil behavior needed to provide an orderly, safe and productive environment.
7.	Keeps informed of job entry requirements of the career field and gives instruction to pupils in the rudiments of getting and retaining these jobs.
8.	Selects and requisitions instructional aids and equipment, maintains required inventory records, makes purchases as authorized; maintains professional competence through in-service education activities.
9.	Communicates with parents and school counselors on the individual pupil's progress; identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve problems; supervises pupils in non-instructional activities during the assigned working day. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications.
10.	Participates in curriculum and other developmental programs; participates in faculty committees and may be asked to sponsor student activities. Attends school and District-level professional learning activities as directed.
11.	Maintains an active local school advisory committee for the curriculum area.
12.	Meets expectations according to the regular high school teacher job description.
13.	Maintains prompt and professional communication with parents. Provides classroom environment, which promotes active learning in subject area.
14.	Sponsors the local chapter of SkillsUSA. Encourages and assists students in regional, state, and national competition preparation. Maintains all requirements as outlined by SkillsUSA to retain charter.
15.	Manages and maintains program facilities and equipment.
16.	Maintains automotive credentials, license, and/or certification.
17.	Adheres to all state guidelines required for the implementation of a successful program. Follows all county, state, and federal policies and procedures. Follows professional ethics in all work-related activities.
18.	Avoids behaviors that detract from staff morale.
19.	Completes the requirements to obtain and maintain automotive industry certification.
20.	Spends a minimum average of 7 1/2 hours per week beyond the hours required of non-supplemented teacher in instructional (co-curricular competition) activities with automotive students or in collaborative meetings and events.
21.	<p>Completes twenty (20) days additional days of career related instructional training that may include but are not limited to the following activities:</p> <ul style="list-style-type: none"> • Regional, State, and National SkillsUSA Competitions • Camp TNI • Georgia Association for Career and Technical Education Summer Conference • Business Externship • LEAD CTAE Professional Development • Teacher certification attainment • Local and/or state officer training • TIEGA Board Membership • Georgia SkillsUSA Board Membership • Industry Certification Trainings
22.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____