

**WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402****Job Description**

<b>Job Title:</b>	Adult Ed Auto Collision Instructor
<b>Supervisor:</b>	Northeast Campus Administrator   Evening Adult Coordinator
<b>Terms of Employment:</b>	Evenings, Monday – Thursday, 6:15pm to 9:45pm
<b>Salary Range:</b>	\$29/hour
<b>Location:</b>	West-MEC Northeast Campus 1617 W. Williams Dr. Phoenix, AZ 85027

**Essential Duties and Responsibilities:**

- Provide instruction to improve student achievement in the Auto Collision Program
- Establish, provide and maintain an effective learning climate in the Auto Collision Program
- Demonstrate and differentiate instructional methods for the purpose of providing an effective program that addresses individual student learning needs
- Develop a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress
- Provide a positive learning environment and maintain effective classroom management
- Assess student progress towards objectives, expectations, and/or goals for the purpose of planning instruction, providing feedback to students and communicating achievement
- Report student enrollment data (e.g. attendance, grades, etc.)
- Manage student behavior in a variety of educational environments by providing a safe and positive learning environment
- Assist students to complete service learning projects, as applicable
- Collaborate with all instructional staff to improve the overall quality of student outcomes and meet mandated requirements
- Actively participate in a variety of professional development activities for the purpose of professional growth in an educational setting
- Establish and maintain a good rapport with community partners and advisory councils
- Perform other related duties as assigned to strengthen the program

**Knowledge and Skills:**

- Teaching experience with adults or high school students preferred
- Knowledge of applicable Federal, State, County and City statutes, rules, policies and procedures
- Working knowledge of appropriate teaching strategies and methods
- Working knowledge of enhanced classroom instruction and delivery of curriculum
- Working knowledge of industry training practices and instructional strategies that support diverse learning needs
- Working knowledge in operating instructional technology and educational related software
- Strong organizational and communication (oral and written) skills
- Skill in establishing and maintaining effective working relations with co-workers, students, management, vendors, general public and other having business with West-MEC

**Requirements:**

- 5-10 years teaching experience or related industry experience
- Holds Industry Certification
- Must be able to obtain and maintain an Arizona driver's license
- Must hold a valid fingerprint clearance card issued by DPS
- May be required to lift and carry heavy, bulky supplies and materials weighing up to 50 pounds
- May be required to travel to perform work functions

**Closing Date:** Open until filled

**Start Date:** July, 2016

**Application Procedure:**

Submit on-line application - [West-MEC.org](http://West-MEC.org)

Include:

- Letter of interest
- Current resume'
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.