



WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402

Job Description

Job Title: Auto Tech Instructor

Supervisor: Northeast Campus Administrator

Terms of Employment: 11 Months

Salary Range: \$42,500 - \$67,500

Location: West-MEC Northeast Campus
1617 Williams Dr.
Phoenix, Arizona 85027

Essential Duties and Responsibilities:

- Provides instruction to improve student achievement in the Auto Tech Program
- Demonstrates and differentiates instructional methods for the purpose of providing an effective program that addresses individual student learning needs
- Develops 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
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of planning instruction, providing feedback to students and communicating achievement
- Manages student behavior in a variety of educational environments by providing a safe and positive learning environment
- Engages students in leadership development by serving as an advisor for CTSO (Career Technical Student Organization)
- Assist students to complete service learning projects
- Communicates effectively with students, parents and colleagues at the campus level to improve the overall quality of student outcomes and achievement of established program goals
- Participates in a variety of meetings and professional development activities for the purpose of professional growth in an educational setting
- Establishes and maintains a good rapport with community partners and advisory councils
- Report student enrollment data
- Performs other related duties as assigned to strengthen the program



Knowledge and Skills:

- Knowledge of applicable Federal, State, County and City statutes, rules, policies and procedures
- Knowledge of applicable West-MEC District and departmental policies and procedures
- Knowledge of appropriate teaching strategies and methods
- Knowledge of enhanced classroom instruction and delivery of curriculum
- CTSO (Career Technical Student Organization) knowledge and experience
- Ability to provide advanced critical thinking, employability, applied academic, life management, and leadership skills for the transportation occupations
- Ability to provide instructional leadership
- Skill in operating a personal computer utilizing a variety of software applications
- Demonstrated ability to communicate in oral and written form
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public and others having business with West-MEC

Requirements:

- Classroom teaching experience in an automotive related field or experience as it relates to Industry Standards and Program
- Must be able to acquire Arizona Department of Education Provisional Teacher Certificate and work towards a Standard CTE Teaching Certificate
- 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 work outside normal working hours
- May be required to travel to perform work functions

Closing Date: Open until filled

Start Date: June, 2017

Application Procedure:

Submit on-line application - 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.