



## JOB DESCRIPTION

**Job Title:** Automotive & Service Management Instructor  
**Department:** Tribal Assistance to Needy Families (TANF)  
**Reports To:** TANF Director

**Salary Scale:** G7-G10 2016 RUS  
\$40,033 - \$70,103  
**Status:** Full-time, Non-Exempt

### OVERVIEW

Under general supervision of the TANF Director, teaches students in a classroom setting; performs other duties as assigned.

### MAJOR RESPONSIBILITIES

- Demonstrate knowledge of subject matter.
- Maintain a program of continual professional growth.
- Provide an effective and stimulating learning environment that will motivate students to learn in each of the assigned classes.
- Develop and follow the prescribed course of study for each class to which assigned.
- Assess one's effectiveness in meeting course objectives.
- Recognize and provide for student needs and individual differences.
- Utilize a variety of appropriate educational strategies consistent with sound classroom management.
- Employ a system of grading and student evaluation that will serve to motivate each student as well as to provide him/her, parents/guardians and other educational institutions and potential employers with an accurate appraisal of the student's work.
- Maintain accurate records appropriate to the teaching assignment and submit promptly required reports, including student grades, attendance records, etc.
- Recognize the school's responsibility to the community and maintain effective relationships with parents/guardians in interpreting the school program.
- Utilize assigned preparation periods for preparation, planning, department meetings, extra help for students, parent conferences or other related activities.
- Participate in before and after school, parent and student conferences and other TANF sponsored activities related to the Transportation Program

## **QUALIFICATIONS:**

- Ability to maintain confidentiality in dealing with students, parents and faculty and with the appropriate records;
- Ability to comply with and be sensitive to the needs of young people;
- Ability to deal politely with members of the public
- Knowledge of rules, regulations, procedures and policies of public schools and school districts.
- If teaching in core subject area, the teacher must meet the Federal requirements for No Child Left Behind Certification.

## **EDUCATION AND EXPERIENCE**

- Holds or qualifies to hold a California Teaching Credential;
- Bachelor of Arts Degree in Industrial Technology
- Principals of Technology Training
- SDAIE Training
- North American Automotive Manufacturers Instructor Training
- Valid California Driver's License with ability to obtain a P endorsement before driving.

## **ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS**

- A classroom environment
- Frequently required to talk and hear.
- Sitting or standing for prolonged periods of time.
- Light to moderate lifting (up to 50 pounds).
- Reaching, stooping, pulling, pushing, bending, and walking.
- Writing on blackboard and keyboarding.
- Use hands to operate vehicles/equipment
- Finger dexterity, or feel objects, tools, or controls,; and reach with hands and arms.
- Close and distance vision and the ability to adjust focus.