

**Roseburg Public Schools
Job Description**

Job Title: Automotive Technology Teacher
Reports To: Principal

JOB SUMMARY

The Automotive Technology Teacher is the primary instructional delivery person in the classroom. Student achievement and growth are primarily dependent on the work and efforts of the classroom teacher. The position is demanding, varied and complex. The teacher must have excellent communication and interpersonal skills and be well trained in content knowledge and teaching strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities have been extracted from Oregon Administrative Rules related to educators. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Maintain appropriate licenses and training hours as required.
 2. Comply with applicable District, state, local and federal laws, rules and regulations.
 3. Adheres to all standards established by Teachers Standards and Practices Commissions for Competent and Ethical Educator.
 4. Comply with Standards for Competent and Ethical Performance for Oregon Educators.
 5. Provide supportive and effective classroom management for students.
 6. Provide a safe and orderly environment for students.
 7. Plan effective and appropriate daily lessons and unit plans incorporating industry and CTE standards as well as RHS school wide initiatives (i.e. reading and writing across the curriculum).
 8. Develop, implement and maintain a system to track and maintain tools and equipment (loss prevention and continued maintenance).
 9. Maintain a budget with a positive balance and maintain and turn in all associated records in a timely manner.
 10. Maintain compliance with CTE program requirements and documentation.
 11. Establish and maintain a robust and energetic advisory committee and meet with them no less than once per term.
 12. Attend all required meetings.
 13. Collaborate with other CTE instructors.
 14. Establish and lead a vibrant student leadership organization (i.e. "RHS auto club")
 15. Attend regional, state and national student competitions.
 16. Be a reflective practitioner committed to continuous improvement.
 17. Attend work regularly.
 18. Maintain current ASE Certifications.
 19. Other duties may be assigned as needed.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Serve on building and District and school committees.
2. Report issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers, student aides, and instructional assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Previous teaching experience preferred.
- 5 years of industry experience required.
- Minimum of 4 ASE certifications required.
- Diagnose problems and repair brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.
- Examine vehicles to determine extent of damage or malfunctions. Test drive vehicles, and test components and systems, using equipment such as infrared engine analyzers, compression gauges, and computerized diagnostic devices.
- Repair, reline, replace, and adjust brakes. Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas.
- Plan work procedures, using charts, technical manuals, and experience.
- Test and adjust repaired systems to meet manufacturers' performance specifications.
- Confer with program customers to obtain descriptions of vehicle problems, and to discuss work to be performed and future repair requirements.
- Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups. Disassemble units and inspect parts for wear, using micrometers, calipers, and gauges.
- Overhaul or replace generators, distributors, starters, and pumps.
- Repair and service air conditioning, heating, engine-cooling, and electrical systems. Repair or replace parts such as pistons, rods, gears, valves, and bearings. Tear down, repair, and rebuild faulty assemblies such as power systems, steering systems, and linkages.
- Repair damaged automobile bodies.
- Replace and adjust headlights.
- Proficiency in the usage of database software, internet software, e-mail and word processing software. Ability to proficiently use the following programs strongly preferred: Synergy, MS Word, Outlook, and Excel. Ability to type accurately and proficiently.
- Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.
- Certificates, Licenses, Registrations: Must hold a valid Oregon Teaching License with the appropriate endorsement and authorization for the assignment. Licenses as determined by the District including, a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally perform work beyond a standard 40-hour work week when work-load requires.

In addition to working in a standard classroom environment for a portion of the job, the successful applicant must be able to supervise and teach students in the auto shop environment. The shop environment includes automobiles and work stations upon which students work. The auto shop environment requires constant circulation, supervision, and checks for safety. In addition to conducting whole-class instruction, the successful applicant must be able to supervise and instruct many students working both independently and in small groups as they complete projects in different areas of the auto shop

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Updated: March 27, 2024

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

