

Sonoma County Office of Education – Job Description

Certificated-Career Technical Education

TEACHER, AUTOMOTIVE/ELECTRONICS

Definition:

Under the general direction of the Director, develop and teach an automotive and practices program for high school students.

Distinguishing Characteristics:

- Employees in this class are required to have special expertise applicable to the educational program(s) assigned.
- This class requires a high degree of knowledge, skill and experience in working directly with high school students and adults.
- This class requires an automotive professional who views students as collaborative thinkers and vital resources.
- This instructional leader will work with other teachers (academic focus) to provide instruction regarding automotive repair and maintenance skills and entrepreneurial attitudes to High School students.

Supervision Exercised and Received:

General direction is provided by the Director.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Assesses individual student's current level of functioning to determine needs.
- Designs and implements instructional programs to meet student's needs.
- Develops lesson plans and instructional materials using community resources and alternative approaches to learning to teach students the knowledge, skills and behaviors necessary to function in the community.
- Provides substitute teachers with written lesson plans, appropriate materials and instructions as to disciplinary and emergency procedures.
- Participates in the development of curriculum and other programs within the court and community schools.
- Demonstrates knowledge of and utilizes established curriculum.
- Provides other such instructions and services to the students whenever possible so as to contribute to the attainment of other goals of the instructional program.

- Keeps records of student performance and attendance and evaluates students' academic growth.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- Supplements the program with an appropriate learning environment enriched through the use of audio-visual aides, technology, special programs, auxiliary books and materials.
- Creates a functional and attractive learning environment through displays, special programs, bulletin boards and interest centers.
- Establishes and maintains standards of student behavior needed to provide a safe, healthy, orderly and productive classroom environment.
- Participates in activities designed to promote professional growth.
- Observes legal mandates.
- Maintains student confidentiality.
- Directs assigned classified staff and volunteers.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Appropriate teaching strategies.
- Classroom management techniques to correct self-defeating behaviors and to support self-enhancing behaviors.
- Evaluation and assessment techniques and instruments.
- Current Automotive repair and maintenance industry practices.
- Correct business theory and practice necessary in an automotive repair business.
- Industry Certification standards.

Ability to:

- Select appropriate materials and/or processes for different age, ability and functioning levels of high school students.
- Choose from a variety of techniques and instruments in order to evaluate student progress.
- Employ observation techniques and classroom management techniques required to increase task behavior.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Must have validated experience with Automotive and business instruction.
- Must view learners as partners, and actively solicit student thinking and direction.
- Employ practical abilities to seek out and apply innovative business resources to the instructional setting.

- Create active and visible links to the business community in order to produce internships/externships, and jobs for students.
- Apply practical knowledge of automotive instruction, with the specific purpose of preparing students for the automotive workplace.
- Bilingual skills a plus.
- Show as a daily practice unabashed enthusiasm for leading students into complex real life business projects.

Computer Skills:

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use Netscape or Explorer to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, and observe copyright regulations.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Preferred, but not required:

- Bachelor’s Degree from any accredited college with an emphasis in the occupational area to be taught.

Experience:

Preferred, but not required:

- Some formal experience or training in working with high school students and adults. Spanish speaking is desirable.

Credentials:

- A valid California Designated Subjects Career Technical Education Teaching Credential with the industry sector: Transportation or appropriate industry work experience to qualify for this CTE Credential.

- Enrollment in the North Coast Teacher Induction Program to obtain the SDAIE authorization is required.

Physical Abilities:

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.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.

Work environment:

The following conditions may be present:

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by the Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: November 20, 2019
- FLSA Status: Exempt
- Bargaining Unit: CTETA
- Approved by: Human Resource Services