

Angel of God Resource Center, Inc.
Job Description for TOP Automotive Instructor

POSITION: TOP Automotive Instructor

REPORTS TO: Project Director

JOB SUMMARY: The Instructor of TOP (Automotive Program) is responsible for classroom and lab instruction in various automotive courses. Responsibilities of this position include assisting in the development and execution of a long term growth strategy for the clients served.

DUTIES AND RESPONSIBILITIES: Within the scope of agency policies and procedures, this position:

- Manage classroom and shop/lab to ensure a productive and safe learning environment.
- Course emphasis will be on ASE tasks as related to Service Fundamentals, Engine Repair and Performance, Brake Systems, Steering and Suspension Systems, Electrical and Electronic Systems, Chassis Systems, Climate Control Systems, Alternative Fuels Technology, Vehicle Computer Control Systems, Automatic and Manual Transmissions, and Vehicle Body Mechanical Systems.
- Ability to operate and maintain a working automotive shop environment, including but not limited to inventory, ordering/purchasing of supplies, tools and equipment along with the maintenance and service of required equipment.
- Provide immediate, routine, and consistent feedback to students to assist them in improving performance in technical and core ability competencies.
- Create a learning environment that integrates best practices for student success including authentic service learning, and engagement in profession specific activities.
- Develop, support, participate and collaborate with other departments on student recruitment, program marketing, and referral of students as needed for student success strategies including tutoring, counseling, advising, etc.
- Use data to measure quality outcomes related to student persistence, retention, completion rate, course success, and to design improvement strategies based on the evidence.
- Assists in the preparation of course proposals, curriculum, and specifications
- Applies and maintains standards of quality operating methods, processes, systems, and procedures and implements changes as necessary to maintain a successful automotive program
- Implements and evaluates standardized instructional practices
- Performs other related duties as assigned

GENERAL EXPECTATIONS: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the agency and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all agency policies, rules, regulations and guidelines as they relate to this position.

MINIMUM REQUIRED QUALIFICATIONS:

High School Diploma or equivalent

ASE Master Certification

Five years related experience