



Kankakee Area Career Center
PO BOX 570
Bourbonnais, IL 60914
www.kacc-il.org
815-939-4971

Kankakee Area Career Center

Employee Job Description

Title: Auto Technology Instructor

Reports to: KACC Principal

Functional Relationship To: Director and Dean-Special Projects Coordinator

Supervision of: Auto Technology Teacher's Assistant (Paraprofessional)

Job Goal: Assist Kankakee Area Career Center in meeting its vision and mission by providing exceptional education in auto technology in an atmosphere where students may develop the emotional, psychological, and maturity necessary for a successful career. Provide necessary training for students to transfer their skills to the auto field or on to post-secondary education. Provide opportunities for students to earn industry-recognized certification and dual college credit.

Duties and Responsibilities

- I. Subject Knowledge
 - a. Demonstrate a thorough and accurate knowledge of auto technology.
 - b. Stay current in auto subject matter, technological advancements in the field of auto technology; teaching methodologies and innovations through continued professional development and involvement in professional organizations and course-specific advisory committee
 - c. Learn and use technology to enhance teaching and the educational experience of students.
 - d. Implement soft skills, professional development, and academic component for a well-rounded program.
- II. Teaching Duties
 - a. Create course load appropriate to the junior and senior students served at KACC
 - b. Plan and organize instruction in ways which maximize student learning
 - c. Communicate instruction plan to Principal in weekly lesson plans
 - d. Employ appropriate teaching and learning strategies to communicate subject matter to students.
 - e. Modify instruction, when appropriate, according to diverse student needs (i.e.: 504's and IEP's are to be taken into consideration)
 - f. Demonstrate sensitivity to student needs and circumstances
 - g. Ensure core competencies of a auto technician are embedded in curriculum

- h. Provide annually an updated course syllabus to be reviewed/approved by the principal.
 - i. Plan student activities, programs, and/or field trips as a continuation of the auto curriculum.
- III. Student Learning Evaluation
- a. Establish Student Learning Objectives (SLO's)/outcomes
 - b. Follow KACC-established grading policies to incorporate employability skills, productivity, properly weighting for tests, exams, etc. in a fair and consistent manner
 - c. Return evaluation of student work promptly to promote maximum learning
 - d. Maintain accurate records of student progress to ensure parent/guardians have up-to-date information on the KACC Parent Portal
 - e. Submit progress reports, quarterly and semester grades accurately and on time per KACC established schedule.
 - f. Ensure student growth/achievement is continuous and appropriate for age group, subject area and student program classification
 - g. Plan and carry out parent communication including conferences as needed
- IV. Classroom Management
- a. Create and maintain an environment conducive to learning
 - b. Take reasonable and necessary precautions to protect students, equipment, materials and KACC facility – with student safety being of the utmost importance.
 - c. Consult with parent and other involved personnel with any concerns regarding student intellectual, social emotional and physical development hindering student success.
 - d. Make arrangements to be available to students for education-related purposes outside the traditional instructional day when required or requested – under reasonable terms
 - e. Plan, coordinate and supervise the work of teacher aide(s)
- V. General Employment Responsibilities
- a. Support Kankakee Area Career Center and Kankakee Area Regional Vocational Education System
 - b. Maintain confidentiality of all student information
 - c. Work with other teachers in curriculum development, special activities and sharing ideas and resources
 - d. Engage in continuing improvement of professional knowledge and skills
 - e. Establish an Auto Advisory Committee
 - f. Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content.
 - g. Act in a professional and ethical manner and adhere to professional standards at all times.
 - h. Demonstrate Attention to punctuality, attendance, records and reports



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- i. Attend the following meetings/events:
 - i. Weekly 8:05 meetings
 - ii. Monthly After-School Teacher meetings
 - iii. Teacher Professional Development Days
 - iv. Parent-Teacher Conferences
 - j. Comply with all policies contained in the KACC Teacher's Handbook published annually.
 - k. Comply with all policies contained in the KACC Board Policy Manual (available electronically on Public Drive).
 - l. Maintain excellent attendance
 - m. When absent, provide clear instructions for a substitute to ensure students have full learning opportunities.
- VI. Minimum Requirements
- a. Associate's Degree in Auto Technology from an accredited institution with a minimum of 2,000 hours of professional employment in auto technology OR 8,000 hours of employment with verification of auto qualifications in one or more auto method(s) in auto technology
 - b. Computer Competence in Google and/or Microsoft Office suite
 - c. Written and Verbal Communication skills

Preferred Qualifications

Auto Instruction Experience, either with another school or professional trade organization. ASE credential preferred

Physical Requirements

- a. Ability to stand 4-6 hours per day
- b. Ability to frequently bend, stoop, reach, crouch, kneel, push and pull, and climb stairs
- c. Ability to lift 25-40 Pounds
- d. Ability to occasionally work at a desk, use computer, keyboard and mouse