

# WHITLEY COUNTY CONSOLIDATED SCHOOLS EMPLOYMENT OPPORTUNITY

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DATE: December 21, 2023

SCHOOL: Columbia City High School

POSITION AVAILABLE: **Auto Services Teacher**

BEGINS: August 12, 2024

REQUIREMENTS / SKILLS:

- See attached job description

APPLY: [wccsonline.com](http://wccsonline.com)

DEADLINE: March 29, 2024

Whitley County Consolidated Schools Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity.

## Whitley County Consolidated Schools Job Description

**Job Title:** Automotive Services Teacher  
**Department:** Career Technical Education (CTE)  
**Reports To:** Director of Innovation & Technology  
**FLSA Status:** Exempt  
**Prepared By:** Jennifer Reiff  
**Prepared Date:** 12/6/23

**Summary:** To plan, organize and implement an appropriate instructional program in a secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the Director of Innovation & Technology.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare the classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.

**Other functions of the job include but are not limited to the following:**

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as relevant social activities, clubs and student organizations as directed.
- Other duties as assigned.

### **Knowledge Skills and Ability Required:**

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.

- Valid Indiana Teaching License and/or Workplace Specialist certification in teaching in appropriate subject area OR willingness to obtain one of the following:
  - CTE: Trade & Industrial: Automotive Services 5-12
  - Workplace Specialist: Automotive Services 9-12
  - Workplace Specialist: Building Trades 9-12
  - Appropriate CTE license
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Meet professional teacher education requirements of school, district and state.
  - May also include post-secondary partners

### **Physical Requirements**

Regularly required to sit, stand, walk, talk, hear, operate tools and related machinery, hand-held learning devices and other office equipment, and reach with hands and arms. Regularly required to perform Automotive Services training activities.

### **Evaluation**

Performance of this position will be evaluated annually in accordance with provisions of Board's policy on Evaluation of Professional Personnel.

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