

**POSITION DESCRIPTION**  
**Instruction Staff/Faculty**

---

**Position Title:** Automotive Service Technology Instructor/Full-time

---

**Organizational Unit:** Technical Division      **Reports to:** Vice President for Career & Technical Education      **Revision Date:** March 2024

**I. Narrative General Description**

Technical instructional staff/faculty of Coffeyville Community College are responsible to the Vice President for Career & Technical Education for instructional and personnel matters and to fulfill the requirements as outlined in the Memorandum of Agreement. The Automotive Service Instructor is responsible for the safety, security, and operation of the Automotive Service instructional area and equipment.

**II. Functional Responsibilities**

- A. Teach courses as assigned by the lead Automotive Service Instructor or Vice President for Career & Technical Education.
- B. Assist in the coordination of the Automotive Service Technology curriculum in accordance with College, state and federal policies.
- C. Assist in overseeing the operation of the Automotive Service Technology classroom and shop area, including security, supplies, maintenance, and supervising of program students.
- D. Assist in revising and updating course materials and content to keep program curriculum current to meet industry standards and credentialing.
- E. Become familiar with the purpose, procedures, organization, and the function of the program advisory committee. Assist in the organization of a minimum of two program advisory meetings per year to gather input from industry leaders.
- F. Work closely with industry leaders to identify job placement opportunities for program completers.
- G. Attend professional development workshops/seminars and other professional activities to update and keep current with instructional methods and technology.
- H. Provide a syllabus for each course taught and turn in two copies of each syllabus to the Vice President's office each semester as outlined in the Memorandum of Agreement.
- I. Assist in the development of new courses and program initiatives as assigned.
- J. Advise and enroll students according to established procedures.
- K. Maintain student discipline and report student attendance daily.

**EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION**

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

- L. Participate in the development and implementation of the institutional assessment plan as required for North Central Accreditation.
- M. Serve on college committees as appointed and attend division meetings.
- N. Assist recruiting personnel with recruitment activities and to make personal contacts with prospective students.
- O. Assist in pre-enrollment/enrollment activities as assigned.
- P. Participate in graduate/former student follow-up procedures as required for state and federal reporting.
- Q. Assist in maintaining an instructional budget within established policies and budget parameters.
- R. Attend and participate in commencement exercises in academic attire.
- S. Assist in maintaining an annual inventory of program equipment and supplies.
- T. Assist with grant activities for program development as needed.
- U. Meet attendance expectations as required for this position.
- V. Actively participate in college and community activities.
- W. Complete other duties as assigned by the Vice President for Career & Technical Education.
- X. Perform duties as outlined in the Memorandum of Agreement.

**III. Supervises the Following Staff**

- A. Work-study students
- B. Adjunct Instructors

**IV. IV. Required Knowledge, Skills, and Personal Qualifications**

- A. Proven teaching ability to communicate and demonstrate the necessary automotive skills to all age groups and education levels.
- B. An understanding of the mission and role of the comprehensive community college.
- C. An understanding of the role of advisory committees for program improvement, student placement, and relevance of skills taught in the program.
- D. Excellent communication skills both oral and written.
- E. Basic Computer Skills.
- F. Ability to stimulate motivation, confidence, and enthusiasm in all students, traditional and non-traditional.
- G. Willingness to assist in grant activities for the continued improvement of the program area.
- H. Interest in student activities that occur outside the classroom and a willingness to participate in and attend college functions.
- I. Willingness to travel to recruit students for the program area.

**EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION**

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

**V. Recommended Experience**

- A. A minimum of two years teaching experience, preferably in a community or technical College, or at least five years of experience in business or industry in a position relating to the subject area.
- B. A minimum of two years of supervisory experience in an Automotive business environment.

**VI. Required Educational Background**

A Bachelor's Degree in the teaching field is preferred from a regionally accredited institution of higher education recognized by the U.S. Department of Education. An industry-recognized certification and a high school diploma or equivalent is required.

**EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION**

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.