

Position Title:

Auto Collision Instructor for Kootenai Technical Education Campus

Summary

This position is for a full time instructor for KTEC (Kootenai Technical Education Campus). It is taught at the NIC Parker Center next door to KTEC.

Essential Duties and Responsibilities

This list includes but is not limited to the following:

Aids in the development of curricula, including individual course syllabi as assigned

Prepares and delivers instruction to students

Actively pursues and participates in professional development activities to enhance skills in various modes of instruction and knowledge of learning

Works with colleagues to select appropriate textbooks for departmental adoptions, and abides by departmental decisions for textbooks

Prepares assignments

Designs and maintains an active classroom environment conducive to student learning and success

Maintains student attendance records

Evaluates student performance and learning

Provides regular and timely evaluation feedback to students

Assigns grades consistent with course requirements

Accepts and participates in the service mission of the school

Performs related duties such as advising students on academic and vocational curricula, and acting as advisor to student organizations

Performs basic student enrollment and recruitment functions, such as community outreach, support of student registration and student retention activities

Completes all required training and professional development sessions

Serves as resource for NIC Collision Repair Technology program

REQUIRED QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

The following requirements are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

A minimum of three years of recent related experience.

Knowledge, Skills and Abilities

Extensive knowledge and expertise in Collision Repair field.

Excellent oral and written English communication skills.

Proficient technology skills, including the use of Microsoft and Google products, as well as knowledge of presentation software, and ability to research information on the internet.

Ability to operate standard office equipment including phone, fax, copier