

Arkansas Department of Career Education
CERTIFIED VOCATIONAL TEACHER (Automotive Collision)
Job Vacancy Announcement

Recruitment Period: September 6, 2016 through September 20, 2016

Position Number: 22081833 Class Code: E043C Grade: C117

Entry Level Salary: \$32,249.00

The Arkansas Career Training Institute (ACTI) is recruiting for a/an CERTIFIED VOCATIONAL TEACHER position. The Certified Vocational Teacher is responsible for instructing students in vocational education programs, developing or revising curriculum, maintaining classroom records, and conducting advisory committee meetings. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Vocational Training Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached CERTIFIED VOCATIONAL TEACHER Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at www.arstatejobs.com. Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., September 20, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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Position Summary

The Certified Vocational Teacher is responsible for instructing students in vocational education programs, developing or revising curriculum, maintaining classroom records, and conducting advisory committee meetings. This position is governed by state and federal laws and agency/institution policy.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in the vocational area being taught; plus three years of experience in the vocational area being taught. Must hold, or be qualified to obtain upon hiring, a teaching certificate or vocational permit by the Arkansas Department of Education in area being taught, in accordance with ACA 6-17-401, 6-17-402, and 6-17-403. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Job Duties and Responsibilities

Instructs students in vocational education programs by lecturing in classroom and laboratory setting, developing and providing individual instruction as required, and arranging field trips and guest lectures. Evaluates student performance by grading classroom work, observing laboratory skills, and counseling students on personal and educational problems. Develops or revises vocational education curriculum by researching educational and professional material, reviewing and selecting textbooks, developing course outline and objectives, and preparing lesson plans and instructional aides. Maintains classroom records, including attendance records, personnel data, competency files, progress reports, and graduate follow-ups. Orders and/or requisitions and inventories supplies and equipment. Assists in scheduling of classes and use of equipment and registration of students. Conducts advisory committee meetings concerning curriculum, job vacancies, and student recruitment. Prepares and presents information to public schools and civic organizations and sponsors student clubs and organizations. Attends various workshops and conferences. Performs other duties as assigned.

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Job Duties and Responsibilities continued

Job candidate have at least 3 years experience in automotive repair, and/ or painting/refinishing, graduation from a NATEF - accredited school in one, or both, of those areas, may substitute for the work experience.

Job candidate must be ASE - certified, or have met the qualifications to obtain certification within 2 years of employment.

Job candidate hold a valid standard teaching license or willing to obtain teacher licensure within 2 years of employment.

Job candidate be familiar with career-tech student organizations (CTSO's), such as Skills USA or JAG.

The instructor is responsible for monitoring student's emotional and physical well-being to ensure a safe, positive, and productive training environment.

Maintains classroom records, including attendance records, personnel data, competency files, progress reports, maintenance, environmental services, and information technology requests, travel and training requests, monthly student statistics and activity reports, quarterly enrollment forms and student roster reports, and graduate follow-ups.

Provide coverage for other training areas when required. Instructors must prepare student for any /all competitions. Instructors must also participate in internship/apprenticeship opportunities for their students and conduct advisory committee meetings concerning the Automotive Collision Program.

Instructor works with students with a wide variety of disabilities, to prepare them for a career in Auto Collision and paint and Refinishing. Instructor schedules interpreters for the deaf and hearing impaired student population. Works in compliance with all laws and requirements for Americans with disabilities.

Instructor is responsible for maintaining a safe and healthy learning environment for the students. Instructor schedules field trips, maintains classroom control, schedules staffing's for students, works closely with counseling and evaluation regarding enrolling students. Instructor evaluates students for possible enrollment into Auto collision program. Instructor works closely with the Disciplinary Board regarding student issues and expectations.

Instructor is responsible for ordering parts and materials for classroom and shop. Prepares lessons for students and modifies lesson plans to make accommodation's for people with disabilities.

Provides a safe and positive learning environment for students. Makes any reasonable accommodation for students based on their ability and disability