

PLEASE POST

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**PERSONNEL VACANCY NOTICE**

**GARY COMMUNITY SCHOOL CORPORATION**

1988 Polk Street  
Gary, IN 46407

M. Jones-Henderson, Executive Director  
Human Resources Department

Dr. Peggy Hinckley, Emergency Manager

Job Title: Auto Collision & Body Repair Teacher  
Department: Career, Technical and Adult Education  
Reports To: Director of Career, Technical and Adult Education  
FLSA Status: Exempt  
Job Status: Full-time, Certified  
Funding Source: General Fund

**PURPOSE STATEMENT**

To achieve and maintain standards of excellence in the teaching of career education.

**ESSENTIAL FUNCTIONS**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Coordinates the development of the district's Auto Body Technology Job Preparation Plan.
- Provides instruction in the areas of auto shop safety, vehicle construction, hand and power tools, measurement, hardware, materials, welding, cutting, heating, metals, plastic, fiberglass, replacement and servicing of parts, painting, color matching, trimming, framing, cost estimation and entrepreneurship.
- Organizes and supervises the Vocational and Industrial Clubs of America student organization.
- Organizes and conducts advisory committee meetings.
- Develops programs to promote the elimination of sex bias, sex stereotyping and the negative profiling of special needs students.
- Assists with the selection and ordering of art equipment, instructional materials and supplies.
- Maintains control and inventory of classroom equipment, instruction materials and supplies.
- Attends professional meetings to stay abreast of both program curriculum and job opening opportunities according to labor market demands.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

**SUPERVISORY RESPONSIBILITIES**

Students.

## **QUALIFICATIONS**

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.

Knowledge of:

- Curriculum Development and Operations.

Ability to:

- Develop promotional materials for the Auto Body Technology program.

## **EDUCATION AND EXPERIENCE**

A minimum of five years Auto Body Technology teaching experience required. Must have good interpersonal skills. Must demonstrate written and oral communication skills. Must be able to work well with students, parents, teachers and administrators. Ability to coordinate programming and instruction with local agencies and organizations.

## **CERTIFICATION**

Must hold an Auto Body Technology license.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Testing**

- Drug Test

### **Clearances**

- Fingerprinting/Background

**METHOD OF APPLICATION:**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted until job is filled to:**

Gary Community School Corporation  
Click on "Employment"  
[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)  
1988 Polk Street  
Gary, IN 46407

**EQUAL OPPORTUNITY EMPLOYER**