

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry St
Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Teacher – Auto Mechanics

SALARY: To Be Determined

REPORTS TO: Principal at Career Center

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 Mechanics Job Preparation Plan.
- Provides instruction in the areas of auto safety; removes and replaces engines, fuel pumps, intake and exhaust manifolds, cylinder head oil pans, timing gear, camshafts, pistons, crankshafts, oil pumps, water pumps, thermostats, drive ability, electronic ignitions, anti-lock brakes and computerized diagnostic analyzers.
- Organizes and supervises Vocational and Industrial Clubs of America student organization.
- 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 state of the art equipment, instructional 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.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Develop promotional materials for Auto Mechanics program.

EDUCATION AND EXPERIENCE

A minimum of five years Auto Mechanics experience required. Must possess good interpersonal skills. Must demonstrate written and oral communication skills. Ability 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 Mechanics 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
- Background Clearance

METHOD OF APPLICATION:

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

Gary Community School Corporation
www.garycsc.k12.in.us
Click on "Employment & Staff"
900 Gerry Street
Gary, IN 46406

EQUAL OPPORTUNITY EMPLOYER