



CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Automotive Collision Instructor – Alexandria Campus

CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Many, Natchitoches) in central Louisiana and has nine sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Oakdale Site in Oakdale; 7) the Ferriday Site in Ferriday, 8) Sabine Valley in Many, and 9) Natchitoches in Natchitoches, LA. Additionally, CLTCC provides instruction in one state prison and two federal correctional institutions. This position will be domiciled at CLTCC's Alexandria Campus. This is a nine month position.

SUMMARY:

Reporting to the Dean of Technical Studies, the Automotive Collision Instructor will teach students a solid foundation for working in the automotive collision repair industry. The instructor is responsible for instructing student's auto body repair for vehicles that have sustained damage due to automobile accidents or acts of nature.

The Instructor will be responsible for providing students with a complete syllabus containing course objectives; presenting enthusiastic, well prepared, organized, and clear lectures and classroom activities consistent with the course syllabus; continually promoting the development and effective use of skills in areas such as critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making; providing the student with timely information and feedback on his/her academic progress relative to quizzes, tests, homework, and projects; maintaining accurate, up-to-date records of student academic performance; and possessing a thorough knowledge and understanding of all college policies.

Duties and Responsibilities:

- Provides and supports classroom instruction for the Automotive Collision Program;
- Meets with students, staff members and other educators to discuss students' instructional programs and other issues
- Selects and assesses student learning outcomes, fosters effective learning in both classroom and lab settings, and promotes good public relations via contacts and regular communications with business, industry, and the public sector
- Plans, organizes, controls and directs the operations of the Automotive Collision Program;
- Develops and updates the Automotive Collision Program's Strategic Plan and assures their integration with other major planning efforts within the college;
- Stay current in their subject matter through professional development, involvement in professional organizations, and attending professional meetings, conferences, or workshops.

- Learn and use technology to enhance teaching and the educational experience when appropriate.
- Plans and organize instruction in ways that maximizes and documents student learning.
- Contribute to the selection and development of instructional materials in accordance with course objectives.
- Maintains and reviews classrooms and laboratories in accordance with approved classroom and lab management plans
- Supports the development and facilitation of high school/college programming, transfer articulations, and other collaborative partnerships;
- Employs available instructional technology, i.e. the internet, telecourses, interactive technology, when appropriate.
- Tracks the academic status of collision repair program students to ensure good academic standards are maintained and appropriate action is taken to refer students to necessary remediation or support services;
- In collaboration with the Dean of Technical Studies, coordinates the development of collision repair program brochures/handouts;
- Evaluates student performance fairly and consistently and return student work promptly to promote maximum learning.
- Maintains accurate records of student progress and submit final grade rosters to division administrator each semester according to established deadlines.
- Records and provide attendance data in accordance with College Policies and Procedures.
- Participates in graduation ceremonies and honors convocation.
- Participates in the marketing, recruitment, and retention of students, faculty and staff.
- Develops and maintain a classroom and lab environment conducive to effective learning with the limits of the resources provided.
- Serves on committees;
- Occasional evening and weekend work and overnight travel may be required; and performs other duties as assigned

Required Knowledge, Skills and Abilities:

Knowledge of:

- **Certified and Accredited** in Automotive Collision Repair or related field and a minimum of five years of work experience

Demonstrated Ability to:

- Participate in professional activities that contribute to the educational goals of the college and its constituents.
- Organize and manage individual and team projects
- Promote collegiality, staff cohesiveness and the core values of CLTCC
- Develop and enforce appropriate rules and expectations of students in the classroom and lab settings that are in compliance with CLTCC policies/procedures and that result in a safe, effective learning environment.
- To work with a diverse student population

Skills:

- Excellent written, oral presentation, and interpersonal communication skills.
- Superior team-building skills to build trust with others in a rapidly changing environment

Required Minimum Qualifications:

- High School Diploma or Equivalent
- ASE Master Mechanic

- Five years' experience working in the Automotive Collision Repair or related field

Preferred (Desired) Qualifications:

- Associate's degree in Automotive Collision Repair (with at least 45 semester credits from automotive courses) or closely related field from an accredited college or university with a minimum of five years of work experience as a collision repair auto mechanic with appropriate certifications.
- I – Car Platinum status individual.
- One year instructor/training experience

Compensation:

Salary Range is **\$23,500.00 – \$46,000.00** Compensation will be within this range and commensurate with education and work experience. This is a nine month position.

Submit documents to:

Central Louisiana Technical Community College
Human Resources

Attention: Automotive Collision Instructor

4311 South MacArthur Drive

Alexandria, LA 71302-3137

Or

Elizabethlewis6@cltcc.edu

Position will remain open until filled. For full consideration a resume' and cover letter must be submitted by January 10, 2018.

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:

Human Resources Director (318) 487-5443 ext. 1154

4311 South MacArthur Drive

Alexandria, LA 71302