

# Norfolk Public School District

## Automotive Body Instructor (78)

### JOB POSTING

---

#### Job Details

*Posting ID* **78**  
*Title* **Automotive Body Instructor**  
*Description* **Full-Time and Permanent; Exempt; 7.33 Hours/Day; 210 Days/Year; 10.5 Months/Year**

#### **Minimum Qualifications**

- Bachelor's degree or eligible for endorsement (two years) in specific trade and industry teaching assignment.
- Tuberculin Skin Test certifying that the individual is free of contagious tuberculosis
- Eligible for, or in possession of, appropriate Virginia Teaching Certificate.
- Above average amount of walking, bending, standing, stooping, lifting in the classroom environment.
- Work involves exposure to normal everyday hazards.
- Demonstrates an in-depth knowledge of the subject(s) to be taught.
- Demonstrates considerable knowledge of the principles and methodologies of effective teaching.
- Uses personal computers and related technology.
- Communicates effectively, both orally and in writing, with pupils, parents, other teachers, administrators, and classified employees.

#### **Nature of Position**

- Utilizing the course of instruction approved by appropriate authorities, teaches the knowledge and skills of Automotive Body Technology to secondary students.
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and organizes daily classes so that demonstration, instruction and practice can be completed within the allotted time.
- Instruct students in, and advises a chapter of, the SkillsUSA within the class/school and encourages student participation in appropriate local, regional, state, and national association activities.
- Demonstrates the use of materials, equipment, tools and processes, by utilizing standard and/or teacher-prepared models, mock-ups, sketches and other instructional aids.
- Instruct pupils in use, care and safe operation of office equipment. Makes minor adjustments, replacement of ribbons and tape, and requests repairs to equipment as required.
- Selects, evaluates and requisitions books, instructional aids and supplies, and equipment. Maintains required inventory records.
- Maintains professional competence through inservice education activities provided by the district and/or self-selected professional growth activities.
- Maintains required contact with business community to stay current on job entry requirements and business technology, methods and equipment and student job placement where appropriate.
- Communicates with parents and school counselors on pupil progress and placement in courses.
- Instruct pupils in importance to employers of accuracy, neatness, efficiency, resourcefulness and good work habits.
- Supervises pupils in out-of-classroom activities during the assigned workday.
- Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in accordance with district guidelines.
- Conducts a follow-up of each trade and industrial education program completer, within six months of his or her graduation.

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$46,111.00 to \$84,324.00</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>Teacher</b>
<i>External Job Application</i>	<b>Teacher</b>	<i>Internal Job Application</i>	<b>Teacher</b>
<i>Location</i>	<b>NORFOLK TECHNICAL CENTER</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

*Internal Start Date*

*General Start Date*

**04/10/2018**

*Internal End Date*

*General End Date*

**01/31/2019**

**Job Pools**

*Pool Name*

*Quantity*

*Requisition ID*

*Requisition Title*

**Default**

**999**

**Alternate Job Contact**

*Name*

**Michael Sheets**

*Title*

**Human Resources Generalist**

*Location*

**HUMAN RESOURCES**

*Phone*

**757-628-3905**

*Email*

**msheets@nps.k12.va.us**

**References**

*Automatically Send Reference Check*

**Yes**

*Reference Check Form*

**Certified Survey**