NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director /Shelby Automotive Technology Program

Department: Shelby Automotive Technology
FLSA Status: Exempt
Job Status: Full Time
Reports To: Associate Vice President for Workforce Development

Grade/Level: Admin/Prof
Amount of Travel Required: As needed

Work Schedule: (Minimum 40 hours per week)
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor
Positions Supervised: Full and part-time faculty in Automotive Tech program
Contract Length: 12 months

GENERAL STATEMENT OF DUTIES:

To plan, implement, administer, and evaluate various instructional programs related to Automotive Technology training through coordination of full-time and part-time staff; to provide leadership through open communication, inspiration, and effective decision-making; to provide oversight for all Automotive Technology facilities; to assure quality in educational and training programs for automotive personnel; to develop semester schedule of classes and teach courses as needed. Non-teaching assignments include instructional development, academic advising and assisting students, registration assignments, recruiting, participating in college-wide activities and task forces, and other appropriate responsibilities.

MAJOR RESPONSIBILITIES:

Essential Job Functions
- Direct credit and non-credit training programs for automotive technology.
- Develop curriculum and courses for new and existing programs. Continue to update and revise course content and teaching methodology in order to maintain currency and relevance.
- Schedule and facilitate advisory committee meetings. Ensure that advisory committee maintains active membership.
- Develop and maintain positive working relationships with area automotive dealerships and repair shops.
- Oversee all Automotive Technology facilities, monitor state of condition, and recommend any needed repairs, updates, or additions.
- Establish written agreements with interested dealerships, repair shops, and mod shops for effective co-operative work and field internship programs.
- Keep up-to-date on changes in National Automotive Technicians Education Foundation (NATEF) and National Institute for Automotive Service Excellence (ASE) requirements.
- Maintain complete student and course files per NATEF guidelines.
Review course descriptions and content to assure compliance with NATEF and Texas higher Education Coordinating Board (THECB) standards.

Formulate, review, and approve program information for class schedules, college catalog, program brochures, and automotive technology website. Develop class schedules and assign faculty.

Specify and recommend facilities and capital equipment necessary for safe and effective delivery of instructional programs.

Interview and recommend employment for teaching and non-teaching faculty and staff.

Teach selected courses in credit and non-credit curriculums

Formulate, recommend, and manage annual department budget.

Conduct/Monitor standard business practices involving purchasing, invoicing, receivables, payables, and capital equipment.

Maintain familiarity with current texts, materials, teaching aids and techniques relative to courses within the discipline and recommend their adoption when appropriate.

Establish and maintain relationships with area high schools for recruitment and for offering dual credit classes.

Actively seek ways to improve instruction.

Provide advice and/or assistance to adjunct faculty in regard to course content and instructional materials.

Post and observe a minimum of ten office hours per week for purposes of academic advising and student consultation. Hold office hours at times that will be most convenient for students. Meet with students as needed by appointment.

Advise and assist students during the ongoing registration process.

Maintain general knowledge of degree requirements, programs, and course transfer information.

**Institutional Service**

- Actively participate in discipline, division and college-wide task forces and committees.
- Attend scheduled discipline, division and college-wide meetings.
- Visit high school career education classes, providing program/college information to students and teachers.
- Perform registration tasks determined in consultation with the division dean.
- Participate in full regalia in official graduation ceremonies.
- Perform other duties as determined in consultation with the division dean.
- Attend program advisory committee meetings.

**Professional Growth and Development**

- Establish annual objectives mutually determined with the division dean, including personal and professional growth plans.
- Contribute to and participate in staff development programs.
- Participate in community activities and services.
POSITION CHARACTERISTICS:

Knowledge, Skills and Abilities

- Knowledge of leadership styles and techniques for guiding, motivating, and directing individuals to achieve effective performance.
- Comprehensive knowledge of and skills in Automotive Technology courses with the ability to encourage students to use critical thinking and problem-solving skills. Must use flexibility, resourcefulness, and persistence.
- Oral and written communication skills to support effective interaction with students, faculty, staff, administrators, and the general public.
- Basic computer skills to support preparation of class presentations and tests and effective communication with students, faculty, staff, administrators, and the general public.
- Knowledge of current developments in related fields of specialization with the ability to keep up-to-date on changes in policies and procedures to maintain current working knowledge.
- Skills to research information, identify relevant facts, and derive logical conclusions.
- Skill to identify goals and develop strategic plans for achieving goals.
- Ability to do the following:
  - Teach lab courses and/or assist with open lab.
  - Work with a diverse group of students, including special population students.
  - Meet deadlines for reports and other required paperwork.
  - Use organizational skills to effectively plan work activities, schedules, priorities, and utilization of resources.
  - Contribute to the team efforts of the department.
  - Deal in a fair and courteous manner with a variety of individuals.
  - Provide feedback, support, and encouragement to students.
  - Create an atmosphere of mutual trust.
  - Effectively convey ideas to others in a group or one-on-one situation.
  - Follow an activity, project, or plan of action from its inception through implementation without losing control or perspective.
  - Prepare and analyze financial data and information.
  - Assist/tutor students verbally and through comments on assignments.
  - Contribute and present innovative ideas for new curricula and facilities.
  - Design and develop marketing tools and strategies.
  - Evaluate employee and student performance.
  - Perform all the essential functions of this job.

Education and Experience

Education: AAS degree in Automotive Technology plus ten years’ experience or Bachelor’s degree in related field plus five years’ experience.

Experience: Prior work experience (five years) at managing and/or teaching in an Automotive Repair setting is required. Community College teaching experience is desirable.

Preferred experience in the following areas:
• Direct exemplary teaching program emphasizing “hands-on” instruction and project-based learning concerning regular and high performance automobiles and motorcycles.
• Direct Mod Shop operations.
• Direct test track operations, including drifting track.
• Supervision of department museum.
• Conduct driver’s school and weekend events (races).
• Establish and maintain good local business relationships.
• Recruitment of students.
• Maintain and grow relationship with corporate sponsor(s).

**Reporting Relationships**

This position supervises full-time and part-time faculty in Automotive Technology. This position reports to the Associate Vice President for Workforce Development.

**SIGNATURES:**

__________________________________________________________
Carroll Shelby Chair for Automotive Technology ___________________________ Date

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Associate Vice President for Workforce Development __________________ ______ Date

__________________________________________________________
Executive Vice President for Instruction ____________________________ Date

__________________________________________________________
President ____________________________ Date