

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Automotive Technology Lab Supervisor

Location: Northwest Career & Technical Center

Job Group: Support Staff

Reports To: Director, Northwest Career & Technical Center

Summary: Assists the program instructor in the education of students including management of student behavior; record keeping; instructional assistance; leading groups of students with relative independence in automotive activities; classroom and field work/laboratory safety, security, set-up and organization; and interaction and communication with students, support staff, parents/guardians, and other internal and external constituents. Takes responsibility for a variety of facets of the program including but not limited to ordering, communicating with vendors and subcontractors, and independently completing automotive activities.

Essential Duties and Responsibilities: *The duties, responsibilities, and expectations for this position are to be carried out in a manner that will ensure the continued goodwill, cooperation, and confidence of parents, staff, administration, and the Board of School Directors.*

1. Participates in the design phase of automotive projects and assists in developing automotive cycle timelines including maintaining punch-list and other progress documents.
2. Plans and communicates with Vendors and Sub-Contractors, with the guidance/assistance of the program instructor.
3. Maintains and ensures progress on all facets of projects as determined with the Program Instructor.
4. Works on the automotive project during non-instructional times, as agreed upon with the Program Instructor and Center Director. These duties shall include:
 - a. Plan, supervise, and coordinate daily operations associated with assigned project under the direction of the Program Instructor.
 - b. Perform a wide range of skilled automotive and related trades work associated with the automotive projects.
 - c. Oversee and assist as needed with cleaning up work areas, tools and equipment.
 - d. Secure necessary supplies and materials for assigned jobs.
5. Performs other duties as assigned.
6. Planning and Preparation:
 - a. Assists with the preparation and setup of lesson materials, exhibits, demonstrations, and equipment for use in the classroom and/or for laboratory/field-based activities.
 - b. Assists the program instructor with the development of appropriate work guidelines and procedures for students consistent with industry standards and best practices in the field.
 - c. Oversees and carries out daily facility maintenance tasks related to the program; organizes and maintains supplies, computers, tools and equipment used in the program.

- d. Discusses assigned duties with program instructor in order to coordinate instructional efforts.
 - e. Unloads vehicles delivering materials for the program.
 - f. Drives district vehicle to and from work site and/or to and from vendors to pick up or deliver materials and/or tools needed for the classroom or field-based project when needed.
7. Provides instructional support to students within the established program under the direction of the program instructor(s). Specifically, the Lab Supervisor:
- a. Follows instructors' plans regarding the daily operations of the classroom and/or laboratory.
 - b. Tutors and assists students individually or in groups in order to help them master assignments and to reinforce learning concepts presented by the program instructor(s).
 - c. Reinforces subject matter to students using varied methods of instruction.
 - d. Models appropriate skills, behavior and techniques as directed and approved by the instructor(s).
 - e. Assists students with difficult or unusual tasks or problems.
 - f. Monitors students' work and provides information to program instructor(s) on students' skills and effectiveness in the program.
 - g. Assists the program instructor with providing a safe learning environment for all students.
 - h. Takes all necessary and reasonable precautions to protect students, equipment, materials.
 - i. Provides reinforcement and demonstration of proper techniques, use and care of equipment and materials, and carrying and storing of materials and tools used in the program under the direction of the program instructor.
 - j. Monitors students in the use and care of equipment and materials, in order to prevent injury and damage.
 - k. Ensures students follow established health and safety regulations, standards and guidelines relative to the program.
 - l. Assists with the supervision of students in classrooms, hallways, school grounds, library and on field trips or during field-based/laboratory work.
 - m. Understands and demonstrates the role, responsibility, legal, and ethical requirements of the specific trade and industry.
 - n. Helps enforce and communicate rules and expectations for behavior and procedures for maintaining order among the students; monitors classroom activity at all times, determines need for intervention, and brings student conflicts to instructors' attention; implements student behavior support plan as needed.
 - o. Carries out record keeping functions related to the program under the direction of the program instructor.
 - p. Takes class attendance and maintains attendance records.
 - q. Drives to and from field-based sites as necessary or required as part of the program to enable students to participate in off-campus activities.
 - r. Follows all school rules, administrative regulations, and MRUSD policies and procedures; assists in upholding and enforcing all administration regulations and rules governing students.
 - s. Attends and actively participates in building level staff meetings, EST/505/IEP meetings, in-service, district meetings and other school and district committees, meetings, projects or events as required or requested.

- t. Assists the program instructor(s) in planning and evaluating program effectiveness and identifying program needs.
- u. May substitute for program instructor(s) in his/her absence.
- v. Performs general administrative or clerical support duties as needed (e.g. typing, filing and duplicating materials; collecting permission slips for field trips; distributing and/or collecting teaching material, homework assignments and tests).
- w. Participates in general program activities as assigned and accompanies class and program instructor(s) on field trips.

Supervision Received: Supervised by the program instructor. Evaluated by the Northwest Technical Center Principal/Director or his/her designee with input/feedback from the program instructor. Receives administrative direction from the Director and/or his/her designee.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

Education and/or Experience: A minimum of an Associates degree, or the equivalent of two years of study (48 credits) at an institute of higher learning or a minimum of 4 years in the automotive industry. Experience working with children/adolescents and adults especially those with special needs or at-risk of dropping out of school.

Certifications or Industry-Recognized Credentials: Ability to obtain and maintain, in order:
ASE Credentials in the following

G1- Maintenance Light Repair (minimum qualification)

The following ASE credentials would be the next to obtain:

A4 Suspension & Steering

A5 Brakes

A6 Electrical/Electronic

A8 Engine Performance

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, employees of organization, and community

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Skills: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Ability to use G-mail for effective communication. Ability to enter and retrieve data from databases. Experience and ability to effectively use word processing programs - Microsoft Word experience preferred. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Commitment and demonstrated ability to work with a team. Good basic supervisory skills. Ability to attend required or requested training, meetings, and professional growth activities outside of school hours (i.e. summer, vacations and after-school).

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.

Terms of Employment: 12 Months

Evaluation: Annually

Revised: 11/20/2019

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.