



Auto Technician Instructor

Summary:

This is a full-time position that is responsible for the growth and success of the Dixie Technical College Auto Technician Program. The responsibilities include planning, organizing and implementing an effective instructional program in a professional learning environment. Guide and encourage students to develop and fulfill their academic and technical potential as auto technicians. Responsibilities also include creating lesson plans, designing hands-on labs and teaching students in the program.

Dixie Tech is a public technical college located in a new state of the art campus in St. George, Utah. The College has 26 programs, nationally accredited by the Council on Occupational Education, which offer certificates in various professions, as well as short term training classes in a variety of fields.

Required Duties and Responsibilities:

- Plan, prepare and deliver instructional activities that facilitate active learning experiences, with a heavy emphasis on learning by doing
- Provide a variety of learning materials, methods and resources to meet students' varying needs
- Establish and communicate clear objectives and well-defined competencies for the program
- Develop, schedule and oversee working lab activities and pass offs
- Use up to date and relevant resources and technology to support working labs and instruction
- Assign and grade class work, homework, tests and assignments in a timely manner
- Provide appropriate feedback to students while encouraging and monitoring progress
- Manage student behavior by establishing and enforcing appropriate rules and procedures; involve Student Services when problems develop
- Be an active and participative member of the Industrial Programs team
- Maintain integrity and confidentiality in all circumstances, especially concerning student data
- Ensure that course objectives and graduation, completion and placement outcomes are met in the program
- Ensure that programs comply with accreditation standards
- Create and continually update and improve syllabus and course curriculum
- Ensure competencies for all program students are reflected on each syllabi and match the Student Information System (Northstar)
- Ensure all program registration, attendance and progress is always recorded in real-time in the Northstar

- Schedule industry professionals for specialized presentations and training where appropriate
- Help monitor student progress, assessing needs and aiding students in making a plan for successfully completing the program.
- Help recruit and market for program to maintain full enrollment in cohorts
- Assist with selection of students
- Develop and propose admissions standards which will enhance student success
- Plan and propose program budget, and control spending
- Assist with meetings and keeping minutes two times a year with Occupational Advisory Committee (OAC)
- Maintain communication with OAC. Take direction and implement decisions made by the committee.
- Help complete Employer Verification Forms every year for each program
- Complete exit forms for each student upon exit from the program.
- Supervise, recruit, train, support and assist adjunct instructors
- Compliance with Dixie Tech Policies and Procedures
- Other duties as assigned

Requirements and Qualifications:

- 5+ years of experience in field required, 8+ years preferred
- ASE Certification preferred, willingness to become certified within six months of hire
- Associate's degree preferred
- Instructional experience preferred
- High school diploma required
- Strong interpersonal, communication and administrative skills
- Ability to communicate with students, staff, and colleagues; read academic texts and materials, student papers, etc.; operate personal computer and audio-visual equipment; stand or sit for up to one to three hours at a time; drive to off-site meetings or conferences or to observe student interns and/or instruct a course; move around campus for classes and meetings
- The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push, and pull items weighing up to 50 pounds. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

This is a full-time salaried position that includes generous benefits:

- Medical and dental coverage
- Employer contributions to Health Savings Account
- Employer contributions to 403(b) account
- Salaried employees do not pay Social Security taxes
- Employer provided life insurance, AD&D, LTD, etc.

The position has a salary of between \$55,000 and \$67,000 per year, depending upon qualifications and experience

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability.

Employees and potential employees are subject to a criminal background check and drug testing. This position is exempt under the Fair Standards Labor Act.

While we thank all applicants for applying, only those being actively considered for employment will be contacted during the selection process.

The position is open until filled. Email a resume to hiring@dixietech.edu