CLTCC POSITION JOB ANNOUNCEMENT

Automotive Technology Instructor
Raymond Laborde Correctional Center
Ward H. Nash-Avoyelles Campus

CLTCC serves seven parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, and Winn) in central Louisiana and has five 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 Ferriday Site.

Summary:
Reporting to the Dean of Technical Studies, the Automotive Technology Adjunct Instructor will teach inmates a solid foundation for working in the automotive industry as an automotive repair and maintenance technician in the areas of brakes, heating, and air conditioning, engine repair, steering and suspension, manual transmissions, automatic transmissions, electrical systems, and engine performance. The adjunct instructor will teach in accordance with the Automotive Service Excellence National Automotive Technicians Education Foundation, Inc. (ASE-NATEF). The adjunct instructor will be responsible for providing inmates 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 performance projects; maintaining accurate, up-to-date records of student academic performance.

Duties And Responsibilities:
- Provides and supports classroom instruction for the Automotive 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 Program;
- Maintains and reviews classrooms and laboratories in accordance with approved classroom and lab management plans.
- Tracks the academic status of Automotive Regularly attends seminars, special conferences and professional meetings as time and budget permit;
- Program students to ensure good academic standards are maintained and appropriate action is taken to refer students to necessary remediation or support services;
- Attains, maintains and reviews program certification requirements, as appropriate.
• Assure all academic practices and student records for both current and former students of the College comply with local, state, federal and accrediting body (COE, SACS, etc.) regulations;
• Follows and enforces rules and regulations as described by the Louisiana Community and Technical College System and other policies and procedures established by the college;
• 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:**
• The function and repair of automotive systems including brakes, heating and air conditioning, engine repair, steering and suspension, manual transmissions, automatic transmissions, electrical systems, and engine performance

**Skills:**
• Excellent written, oral presentation, and interpersonal communication skills
• Superior team-building skills to build trust with others in a rapidly changing environment
• Experience in effective use of technology and computer software programs, including MS Office.

**Qualifications:**

• High School Diploma or Equivalent.
• Must possess or have the ability to acquire ASE certifications in the areas of instruction, Electrical/Electronic Systems, Engine Performance, Heating, and Air Conditioning.
• Three years’ experience working in the automotive technology or related field

**Preferred (Desired) Qualifications:**

• Associate’s degree in Automotive Technology, Technical Studies (with at least 45 semester credits from Automotive courses) or closely related field from an accredited college with a minimum of five years of work experience as an auto mechanic with appropriate certifications.
• One-year instructor/training experience with an understanding and use of teaching and learning strategies.

**Additional Requirements:**
In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

**Application Instructions:**
Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of CLTCC. **Applicants who fail to submit a complete application packet will not be considered.**

Applicants for this position should submit:
1) A cover letter
2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire

4) Names and contact information for three work-related references to:

**Compensation Range:** Compensation will be commensurate with education and work experience.

**Application packets should be emailed to:** hr@cltcc.edu

Applications are accepted until the position is filled.

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*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: (318) 487-5443 516 Murray St. Alexandria, LA 71302*