

Southeast Technical Institute

Sioux Falls School District 49-5

JOB DESCRIPTION

Diesel Technology Program Instructor

Division/Program:	Transportation Technology/Diesel Technology	Job Status:	Full-time
FLSA Status:	Exempt	Reports To:	Director of Academic Support
Grade/Level:	Instructor Salary Schedule based on Education and Experience	Amount of Travel Required:	Approximately 5% for clinical/intern site visits; and student and instructor continuing education
Work Schedule:	<ul style="list-style-type: none">• 186, 206, or 226 Day Work Calendar as determined by Administration to meet educational needs of the Program.• Contract is 12 Months..July-June, M-F, 8:00am to 4:00pm.• Flexible schedule required to meet course delivery needs including online, evening and weekends.	Positions Supervised:	Lab Specialist
Prepared By Name:	Southeast Technical Institute Human Resources Staff	Approved By Name:	Lon Hird
Prepared By Title or Dept:	Southeast Technical Institute Human Resources Department	Approved By Title or Dept:	Director of Academic Support
Prepared By Date:	February, 2016	Approved By Date:	February, 2016

POSITION SUMMARY

This position will develop and teach competency-based curriculum to provide classroom theory and laboratory application to prepare students for entry-level positions in the Diesel technology field. Responsible for the structure as well as the daily operation of the program, including organization, administration, periodic review and evaluation, continued development, and general effectiveness of program curriculum. Ensures effectiveness of all internship/clinical affiliates and education centers are maintained. Continually assesses and enhances the program to meet Southeast Technical Institute's educational requirements, the rules and regulations of its accrediting bodies, and the most current industry standards.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Develop and teach competency-based curriculum that provides classroom theory and laboratory application that prepares students for entry-level positions in the Program field.
- Promote academic achievement through appropriate classroom rigor, and establish student success as a primary teaching goal.
- Establish a positive learning environment that promotes dignity, self-respect, safety, and personal/professional growth.
- Monitor and assess student classroom effort and assignments.
- Build good interpersonal relationships and establish positive rapport with students, colleagues and Program committees.
- Coordinate applicable clinical/internship sites and schedules for student assessment.
- Utilize the community as a learning resource and as an extension of the classroom.
- Mentor part-time program staff for academic and non-academic content.
- Assist Administration with monitoring and maintaining Program accreditation requirements.
- Maintain program acumen and apply new knowledge acquired through professional growth activities and technical education.
- Complete non-teaching, department-related responsibilities that include student recruitment, and retention; and as an active participant in business/team/program committees.
- Utilize the Learning Management System to deliver courses that may include traditional, hybrid, online, evening or week-end format.
- Perform duties as assigned by the Vice President of Academic Affairs or other designee.

POSITION QUALIFICATIONS

Competency Statement(s)

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Presentation Skills - Ability to effectively present information publicly.

- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Resource Management - (People and Equipment) Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

SKILLS & ABILITIES

Education: Associate's Degree in Diesel Technology required.

Experience: 3 years of work experience in field required.

Computer Skills:

- Strong computer skills in Microsoft Office Suite, the Internet, database management systems
- Ability to learn new software packages relative to the instructional field.
- Fully functional with online communication tools (instant messaging, live chat, forums, emails).
- Ability to understand and utilize technology for online/blended instruction with focus on instructional field.
- Ability to conduct internet research and enter data in related software tools.
- Ability to learn and operate Southeast Technical Institute's learning management systems.

Certificates & Licenses: ASE certifications preferred or ability to attain certifications. Ability to attain South Dakota post-secondary credential.

Other Requirements:

- Post-offer criminal background check required.
- Excellent interpersonal, influencing, and presentation skills required.
- Ability to utilize different methods and mediums in delivering course material.
- Experience in organizing and writing presentations of a technical nature.
- Experience in critical thinking, problem solving, and judgment skills
- Ability to develop and maintain professional relationships with students and colleagues.
- Goal-oriented, have ability to multi-task, able to work through interruptions.

PHYSICAL DEMANDS

Physical Demands

Stand	C (Constantly)
Walk	C (Constantly)
Sit	C (Constantly)
Handling / Fingering	C (Constantly)
Reach Outward	C (Constantly)
Reach Above Shoulder	C (Constantly)
Climb	C (Constantly)
Crawl	C (Constantly)
Squat or Kneel	C (Constantly)
Bend	C (Constantly)

Lift/Carry

10 lbs or less	C (Constantly)
11-20 lbs	C (Constantly)
21-50 lbs	C (Constantly)
51-100 lbs	F (Frequently)
Over 100 lbs	O (Occasionally)

Push/Pull

12 lbs or less	C (Constantly)
13-25 lbs	C (Constantly)
26-40 lbs	F (Frequently)
41-100 lbs	F (Frequently)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Talking:

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

Vision:

- Sufficient visual acuity for extensive reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

Sense of Sound:

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.
- Detect and distinguish sounds of specific program stipulations (i.e. classroom, program lab simulations).

Sense of Touch:

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

WORK ENVIRONMENT

General office environment with standard office equipment available during classroom instruction. Lighting and temperature are adequate for classroom and course delivery. Moderate noise levels typical of an office environment due to staff/student conversations in classroom. Simulation labs tend to have louder noise levels due to running shop equipment and tool usage, and overhead doors opening and closing. Frequently exposed to outdoor weather conditions that may not be climate controlled when traveling to other locations or conducting student labs in a "shop" environment.

Job is sedentary in the classroom that is similar to an office environment. There tends to be more strenuous physical activities performed during student lab simulation. Possible exposure to communicable diseases.

EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

EMPLOYER STATEMENT

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: _____ Date: _____

Employee Print Name: _____