



I-CAR Part-Time Program Instructor Job Description

RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as I-CAR may deem necessary from time to time.

1. Coordinates with Regional Manager for selecting I-CAR courses to instruct.
2. Is available for instructing I-CAR classes evenings and weekends and may be asked to travel outside of their local area.
3. Qualifies to teach each course through an Instructor Training Evaluation process.
4. Gets involved with local I-CAR Committee Volunteers for class schedule and marketing assistance.
5. Promotes the benefits of I-CAR training to all industry segments, including collision repair businesses, insurance offices, vendors, and career and technical schools and colleges.
6. Prepares for each class by ordering materials, reviewing I-CAR course content, and including any course updates.
7. Constantly improves technical knowledge in subject area of courses taught.
8. Constantly improves presentation skills to better deliver material, avoid distractions, and enhance each individual's learning experience.
9. Constantly improves training skills, including the use of questions, effective answers to questions, and group exercises.
10. Develops or obtains props that are relevant to the material and address hands-on learning styles.
11. Conducts I-CAR classes in a live classroom environment, which includes starting on time, managing breaks, and ending on time.
12. Verifies and completes I-CAR Class Attendance form.
13. Administers I-CAR Post-Test according to requirements.
14. Submits attendance form and post-tests to I-CAR in a timely manner.
15. May be asked to attend training sessions, pilot classes, or other activities.

QUALIFICATIONS

A minimum of five years experience in the industry is required. Prior involvement with I-CAR is strongly desired, including I-CAR class attendance as a student. Platinum Individual status and previous training experience are preferred, but not required. ASE certification is strongly encouraged.

A high degree of ethics and integrity is required.

EDUCATION AND/OR EXPERIENCE

A high school education is required with post-secondary education in collision repair recommended. At least two years experience working as a collision repair technician is required and teaching experience is a plus. Math, reading, and science skills are expected to understand vehicle systems, manufacturer's procedures, and diagnostics.

Education includes ability to read and interpret documents, including technical data, safety rules, and procedure manuals. Experience includes technical knowledge as well as the ability to speak effectively in interpersonal situations and with groups of people.

Extensive knowledge and experience in specific course subject matter is required. A current position in the collision repair industry directly involved with the course material is preferred. Ongoing training is expected.

An I-CAR Program Instructor must be able to manage a classroom environment including disruptions, disabilities, and equipment problems. Delivering an I-CAR class to the collision repair inter-industry requires presenting material and answering questions from a neutral stance, as well as adhering to the list of I-CAR Topics Off Limits.

An I-CAR Program Instructor must respond to all student learning needs, including both inexperienced and advanced individuals in the same class. Appropriate training techniques must be incorporated for the best learning experience for each student. Effective use of questioning techniques, real-life examples, and computer technology is essential.

An I-CAR Program Instructor must enjoy teaching repair procedures and working with students in a classroom environment. Self-confidence, good public speaking skills, and a talent for making the subject interesting are essential. He or she must be patient, observant, and helpful with the wide range of student abilities.

In addition, they must be self-motivated and able to work with no direct supervision. They must be detail oriented for managing their own material orders, classroom setup, and paperwork.

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

PHYSICAL DEMANDS

Standing, walking, talking, listening, writing, and manual dexterity are required. Lifting materials or equipment up to 50 pounds may be necessary.

The work environment may include exposure to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, electrical shock, and loud noises.

Good hearing and vision are necessary to maintain the safety of individuals in class. In emergency situations, an I-CAR Program Instructor must be able to respond appropriately, including the ability to navigate stairs and emergency exits.