



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. Is available for instructing I-CAR programs and courses evenings and weekends and may be asked to travel outside of their local area.
2. Coordinates with I-CAR Field Support for selecting I-CAR programs and courses to instruct.
3. Qualifies to teach each course through an Instructor Training Evaluation process.
4. Constantly improves technical knowledge in subject area of courses taught.
5. Constantly improves presentation skills to better deliver material, avoid distractions, and enhance each individual's learning experience.
6. Constantly improves training skills, including the use of individual questions, class discussions, and group exercises.
7. Prepares for each class by ordering materials, reviewing I-CAR course content, and including any course updates.
8. Develops or obtains props that are relevant to the material and are used to address hands-on learning styles.
9. Conducts I-CAR classes in a live classroom or shop environment, which includes starting on time, delivering all course content in an effective manner, and ending on time.
10. Administers I-CAR testing according to requirements.
11. Verifies and completes I-CAR Class Attendance form.
12. Submits class paperwork to I-CAR in a timely manner.
13. May be asked to attend training sessions, pilot classes, or other activities.
14. Is involved with local I-CAR Committee Volunteers.
15. 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.

SKILLS & ABILITIES

Basic knowledge of computer operations is required, including but not limited to operation and use of folders and files, word processing, printing, scanning, email, and general internet navigation. Knowledge of computer setup and trouble-shooting is expected.

An I-CAR Instructor must be able to manage a classroom or hands-on shop 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 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 Instructor must enjoy teaching repair procedures and working with students in a classroom or hands-on shop 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.

QUALIFICATIONS

A minimum of five years' experience in the automotive collision repair industry is required. A minimum of two years working in a role is required before teaching courses for that role. Current I-CAR Platinum Individual status is required. ASE certification in current industry role is required. Previous training experience is preferred, but not required. Automotive welding training or certification is a plus.

A high school education is required with post-secondary education in collision repair recommended. 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.

A high degree of ethics and integrity is required.

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 Instructor must be able to respond appropriately, including the ability to navigate stairs and emergency exits.

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.