



POSITION ANNOUNCEMENT

INSTRUCTOR: AUTOMOTIVE TECHNOLOGY – Kingman, KS - 0006.FAb

RESPONSIBILITIES:

Essential Functions–

- Teach Automotive Technology classes in Kingman, Kansas at Kingman High School, with a course schedule that may vary.
- Advise current and prospective students in appropriate curricula and support enrollment and student success in coordination with high school counselors.
- Assist in selecting textbooks, developing curricula, completing reports, and tracking and entering assessment data.
- Provide adequate laboratory supervision whenever students are working.
- Plan, revise, and update curricula, assist in selecting textbooks; implement supplemental activities; and evaluate student performance.
- Maintain skills in teaching methods and course development as recommended by Pratt Community College.
- Maintain, repair, and inventory lab equipment, while keeping shop in professional working appearance.
- Participate, as possible, in faculty development activities at the college and within state and regional organizations.
- Maintain records, files, and advisory committee meetings as requested by the department and/or Vice President of Instruction.
- Arrive on time for work, attend work regularly, and successfully complete the responsibilities of the position.
- Comply with Pratt Community College and Kingman High School's policies, procedures, and practices.
- Build and maintain positive, professional relationships with high school administration, faculty, and staff; attend meetings, professional development days, and other school-designated events as requested.
- Communicate regularly with Pratt Community College and high school administrators regarding student progress, classroom needs, safety concerns, and program updates.
- Abide by the high school's schedule and calendar.
- Serve as a liaison between Pratt Community College and the high school, fostering a strong dual-enrollment partnership and actively promoting the college.

Secondary Functions-

- Work closely with all faculty within the Automotive Technology department.
 - Work closely with personnel in admissions and student services.
 - Work closely with high schools in our service area.
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QUALIFICATIONS:

- A.A.S. Automotive Service Technology required.
- B.S. in Auto Technology required, qualified work experience may substitute. M.S in Vocational Education preferred.
- A.S.E. Master Technician and A.S.E. Advanced Level certification required.
- Minimum of 2 years continuous work experience (4000 clock hours) in an auto technician job preferred.
- Ability and interest in teaching.
- Three years teaching experience; college teaching experience desired.
- Ability to work cooperatively with college and high school instructors.
- Ability and willingness to teach via alternative delivery systems including online and/or other distance education modes.
- Ability to establish and maintain effective professional relationships with staff, students, faculty and other Pratt Community College stakeholders.
- Ability to plan, revise, and update curricula.
- Ability to communicate effectively.
- Ability to maintain confidentiality in a student-centered environment.
- Physical requirements include excellent written, verbal, and listening communication skills; the ability to understand words and respond effectively and appropriately; visual acuity to view a computer terminal.
- The ability to learn and comprehend basic instructions about the position and its responsibilities is essential.
 - *The qualifications listed are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.*

WORK CONDITIONS:

- Classroom and automotive shop environments. Frequent travel within service area.

SALARY and STATUS:

The salary is commensurate with qualifications as determined by the Master Agreement Salary Schedule. This full-time faculty position is 9-months annual, due process rights eligible, benefit eligible, and exempt.

APPLICATION:

For full consideration, apply online at <https://prattcc.edu/find-jobs/> send completed PCC employment application, resume, and copies of transcripts to Director of Human Resources, Pratt Community College, 348 NE S.R. 61, Pratt, KS 67124. 620-450-2139. AA/EOE

Transcripts – *The hired candidate will be required to submit official, non-issued to student, transcripts.*

Start date: Summer 2026

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Pratt Community College reserves the right to revise or change job responsibilities as the need occurs. This job description does not constitute a written or implied contract of employment; rather, it is a clarification of the responsibilities of the position. This position description may be changed at any time by the Pratt Community College administration.