

# *OXNARD UNION HIGH SCHOOL DISTRICT*

## **WORK EXPERIENCE TEACHER**

### **BRIEF DESCRIPTION OF POSITION**

The Work Experience Teacher is directly responsible to the site Principal, or designee, for all activities pertinent to the planning and implementation of the work experience program.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- a. Approves students for enrollment in Work Experience Education.
- b. Identifies, selects and approves training sites.
- c. Assists students in obtaining suitable training sites.
- d. Issues or verifies the issuance of work permits.
- e. Prepares formal training agreements and training plans.
- f. Maintains program records and files.
- g. Observes and consults with students.
- h. Makes personal contacts with each employer at each training site.
- i. Evaluates student performance.
- j. Determines school credit earned by each student.
- k. Prepares and conducts related instruction.
- l. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

### **REQUIREMENTS:**

|                    |   |
|--------------------|---|
| <b>WORK YEAR:</b>  | 183 days.                                       |
| <b>CREDENTIAL:</b> | Current Valid Secondary Teaching credential     |
| <b>EDUCATION:</b>  | BA degree                                       |
| <b>EXPERIENCE:</b> | Two years work experience in a vocational field |
| <b>SALARY:</b>     | Placement on teacher's salary schedule          |

Approved: 7-10-85

Revised: