

TEACHER ON SPECIAL ASSIGNMENT, CAREER TECHNICAL EDUCATION (CTE)

Basic function

Provide support and implementation of college and career readiness activities and operations; develop career and work-based learning opportunities; and work with local and regional pathway teams to develop and implement college and career readiness pathways that include developmentally appropriate work-based learning opportunities for middle and high school students. Assists in administering, monitoring, and implementing the requirements for a quality Career Technical Education (CTE) program and all grant requirements. Provides leadership and support for instructional staff; collaborates with administrators, and community members to ensure appropriate CTE curriculum and instructional practices in all classrooms; assists Juvenile Court and Community School administration in implementation of the instructional program. Perform demonstration lessons, engage in classroom coaching activities, provide feedback for teachers, provide professional development, and develop curriculum support materials and resources. Meet with CTE-credentialed teachers individually and in small groups, with local, regional, and statewide members of the public involved in CTE, and professional learning communities to support implementation of CTE program requirements.

Supervision

Directly responsible to the Director of Career Technical Education.

Representative duties

- Assist with and promote high quality curriculum and instruction aligned with the California CTE Model Curriculum Standards including, but not limited to, helping to provide a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school
- Participate in JCCS leadership team
- Work closely with the Director of JCCS to develop improvements that will result in growth on the College and Career Indicator; including alignment of CTE goals to the Local Control Accountability Plan (LCAP) and the creation of a five year Career Technical Education plan
- Assist in providing pupils with high quality career exploration and guidance in engaging learning environments
- Assist with the application and expenditure reporting requirements of all career technical education program grants
- Assist teachers in planning lessons, modeling lessons, observing lessons, and providing feedback, including “next- step” support for CTE-credentialed teachers
- Serve as a resource in identifying best practice instructional strategies and interventions to improve student achievement for all students including English learners, Standard English learners, students enrolled in Special Education Programs, and students with diverse learning needs
- Assist in forming ongoing and structural industry and labor partnerships, documented through formal written agreements and through participation on advisory committees
- Assist in creating industry recognized credentials, certificates and appropriate post-secondary education or employment pathways
- Assist and maintain the reporting of data as a program participation requirement to allow for an evaluation of the program in a variety of written formats
- Promote CTE programs through outreach, marketing, and communications
- Work with CTE teachers in forming, maintaining, and growing advisory groups

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- Collaborate with others (e.g., SBCEO/SLOCOE consortium, teachers, counselors, administrators, students, parents, other District personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs
- Participate in or lead meetings, workshops, and seminars with JCCS CTE-credentialed staff
- Perform other duties as required or assigned including, but not limited to, serving as an advisor to a Career Technical Student Organization (CTSO)

Knowledge, Skills and Abilities

- Ability to follow CTE and county education office policies and procedures as well as state and federal regulations, including, but not limited to maintaining confidentiality of student and other required records
- Ability to write lesson plans for individual and group instruction that integrate reading, writing, vocabulary, mathematics, science, social science, and media literacy skills with the career technical education curriculum
- Ability to motivate students in planning careers in the applicable industry pathway taught
- Understanding of the California Model CTE Standards, as well as the California Common Core State Standards in order to integrate these within instructional units
- Skilled in verbal and written communications
- Effective presentation skills using multiple modalities
- Utilization of technology such as Microsoft office Suite (Access, Excel, Outlook, PowerPoint, Publisher, Word), Zoom, course specific equipment/software, web-based programs, and interactive student learning systems
- Maintain the instructional facility and equipment in a safe, clean, and well-organized condition. Assume responsibility for the security of instructional tools, equipment, and supplies
- Maintain inventory of all tools and equipment, and maintain records regarding the ordering, storage, and issuance of supply items
- Skill in analyzing and using data for instructional decision-making, especially in differentiating instruction for students at risk and assisting teachers in modifying curriculum and instruction
- Possess in-depth understanding of services and CTE principles and processes
- Must possess the following skill-based competencies to satisfactorily perform the function of the position: analyzing; effective listening; facilitating meetings; guiding others; leading projects/programs; monitoring activities; planning; and problem solving
- Ability to design (individually or in collaboration with others) high quality professional development for teachers/school staff
- Provides for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary education institutions, documented through formal written agreements
- Provides opportunities for pupils to participate in out-of-school internships, competitions, and other work-based learning opportunities

Qualifications

Possession of a valid California Designated Subjects Teaching Credential authorizing instruction in the assigned subject area, or other credential authorizing instruction in the assigned subject area. Master's degree preferred. A minimum of five years of work experience in instructor-related career pathway field or the equivalent. Experience and/or training



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appropriate to fulfill requirements of the position. Experience as a grade level or department leader, collaborative team leader, mentor teacher preferred.

Licenses and certificates

Possession of a valid California Driver's License if required by the duties of the assignment.

Working conditions

Work is performed in a classroom, office, and intermittent outdoor environments where minimal health and safety concerns exist.