



## Job Description

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<b>POSITION TITLE:</b>	<b>ROP Instructor</b> <b>Information and Communications Technologies</b> <b>Regional Occupational Center/Programs</b>	<b>#1090</b>
<b>SALARY PLACEMENT:</b>	<b>Vocational Teacher Salary Schedule</b>	

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### **SUMMARY OF POSITION:**

Under direction of the Coordinator of the Regional Occupational Program and/or the Division Director of County Operated School Programs, the instructor is responsible for instruction and training and career preparation that will prepare the student for entry level employment in the Information and Communication Technologies industry. The instructor will be responsible for developing student skills, knowledge and attitudes commensurate to the goals of the program and effectively using materials and equipment to meet goals. The instructor is responsible for instruction and training that will prepare the student to enter a Career Pathway and/or continue Post-Secondary Education. Performs other work as required.

### **MINIMUM QUALIFICATIONS-EDUCATION AND/OR TRAINING:**

Possess a valid California Career Technical Education (CTE) or California Designated Subject Vocational Teaching Credential authorizing instruction in Information and Communication Technologies.

To qualify for a CTE credential, the minimum requirement is verification of three years of full-time, paid or non-paid, work experience directly related to each subject to be named on the credential. Forty-eight semester units or the equivalent, or post-secondary vocational training related to the subject named on the credential and verified by official transcript may be substituted for a maximum of two of the three years of experience. One year of the required experience shall be within the five years or two years within the last 10 years immediately preceding the issuance of the credential.

### **DESIRABLE QUALIFICATIONS-EDUCATION, TRAINING AND/OR EXPERIENCE:**

Education or training in job seeking and communication skills. Experience or training working with youth and adults as a volunteer or in paid situations. Experience in developing contacts with employers and providing leadership for committees and projects. Experience in project based and hands on learning. Possess the ability to incorporate a STEM (Science, Technology, Engineering and Math) approach. Have the ability to work effectively with a teaching team to integrate lessons/concepts across content areas.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Employees in this class are required to have special expertise applicable to the educational program(s) assigned. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

Ability to:

- Follow instructions and work independently without constant supervision
- Analyze instructional situations and develop an effective course of action to achieve maximum learning by the student(s)
- Speak and write effectively
- Work effectively with public and private agencies in developing training sites and training site plans
- Ability and skill to supervise students in community classroom; operate audio-visual and other instructional equipment
- Demonstrate proficiency in teaching skills related to Information and Communication Technologies

- Teach job seeking skills including resume writing and interviewing techniques

Knowledge of:

- Office procedures
- Computerized instruction
- Appropriate teaching strategies
- Classroom management, and assessment techniques

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Utilizes a variety of effective and professional teaching techniques and methods, which assist student(s) in attaining the performance objectives of the course.
2. Annually prepares and submits a course of study including program objectives, student performance objectives and daily lesson plans.
3. Annually prepares and submits a program budget and be responsible for making requests for materials and supplies not to exceed the amount and types of expenditures set forth in the program's approved budget.
4. Develops "in the community" training sites for students including a contractual agreement between the community agency and the Regional Occupational/Venture Academy programs and a statement of the student performance objectives to be achieved while at the training site.
5. Provides immediate supervision to all students while they are at community training sites.
6. Submits a report at the completion or termination of a student's training of the total number of hours of training the student received and the related skills achieved.
7. Assists in student placement activities.
8. Submits all forms and information needed for attendance accounting and grade reporting.
9. Establishes an advisory committee which will include representatives from related business, industry, labor, professional organizations and other public and/or private agencies providing the same or related training and holds a minimum of one meeting during each school year.
10. Attends staff meetings and other meetings as required by the director.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate stand office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in the position will be required to work in indoor and outdoor environments and come in direct contact with SJCOE staff, district staff, and the public.