



Job Description

Marin County Office of Education

Regional Occupational Program (ROP) Teacher

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Regional Occupational Program (ROP) Teacher is done for the purpose/s of providing vocational education, hands-on-training, career guidance, and opportunities to students within and outside of the classroom; developing lesson plans and delivering group and individual student instruction; and responding to inquiries from students' parents/guardians regarding instructional program and student progress.

This Job reports to Assigned Supervisor

Essential Functions

- Assesses student progress towards objectives, expectations, and/or goals (e.g. on-site observation, student skill profile sheet, etc.) for the purpose of providing feedback to students, parents, and administration; communicating expectations, student's achievements, developing methods for improvement, and/or reinforcing goals in the home environment.
- Coordinates a variety of activities (e.g. field trips, guest speakers, job shadowing, etc.) for the purpose of achieving objectives, ensuring student participation in learning activities, and exposing students to career environments and industry trends.
- Demonstrates methods required to perform classroom and/or subject specific assignments (e.g. utilizing appropriate equipment, safety techniques, etc.) for the purpose of providing an effective program that addresses individual student goals and objectives.
- Designs and implements vocational instructional programs in specific occupational field (e.g. curriculum, goals/objectives, hands-on-training, etc.) for the purpose of ensuring compliance with regulatory requirements, established guidelines, and performance standards.
- Directs Paraeducators, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Instructs students (e.g. adapting teaching methods, demonstrations, technical skills, etc.) for the purpose of preparing student for vocational career, improving student success in academic, interpersonal and daily living skills through a defined course of study.
- Maintains learning environment and machinery/tools in a safe, orderly, and clean manner for the purpose of ensuring the health and safety of students, following industry procedures and practices, and demonstrating appropriate work habits.
- Manages student behavior (e.g. counseling, advising, encouraging, etc.) for the purpose of improving performance, developing problem solving techniques, and providing a safe and optimal learning environment.
- Models learning methods, conversation and listening skills for the purpose of demonstrating appropriate social and interpersonal behavior.

- Participates in a variety of meetings, workshops, and conferences (e.g. industry advisory committee, collaborating with local business, promoting professional growth, etc.) for the purpose of professional development and networking, conveying and/or gathering information required to perform the job, and encouraging participation in Regional Occupational Program and Career Technical Education Program education.
- Prepares a variety of written materials (e.g. grades, attendance, curriculum, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Provides career guidance, support, and counseling to students (e.g. career options/goals, job search strategies, interview prep, etc.) for the purpose of empowering students to make informed decisions about career paths, developing skills for success in the workforce, and effectively navigating the transition from education to employment.
- Responds to, reports, and documents incidents, behaviors, accidents and emergency situations (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of resolving immediate safety concerns, maintaining personal safety of students, providing a positive learning environment, creating historical record, and adhering to Education Code and county policies.
- Responds to inquires from a variety of sources (e.g. other teachers, parents, students, administrators, etc.) for the purpose of building and maintaining strong relationships, resolving issues, providing information and/or direction.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating field specific machinery and equipment; applying curriculum and instructional techniques; promoting activities and/or events; analyzing data; and, using technology and pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: technical knowledge in chosen field; appropriate codes, policies, regulations and/or laws; lesson plan requirements; behavioral management strategies; assessment instruments and techniques; current and emerging technology; and, school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: developing and delivering content and instructional strategies; establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; working flexible hours; and, meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands:

significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required in industry with at least two years experience.

Education: High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Certificates and Licenses

Valid California Career Technical Education credential or equivalent

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date