COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: TEACHER, MIDDLE SCHOOL CTE

BASIC FUNCTION:
Under the direction of the Superintendent and/or designee, provide career and technical education instruction to students in a variety of assigned subject areas to facilitate career exploration in preparation for high school CTE pathway participation; prepare instructional materials and develop lesson plans following the approved course outline; assess student skills and progress; report progress regarding student performance.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Provide career and technical education instruction to students in a variety of assigned subject areas to facilitate career exploration in preparation for high school CTE pathway participation; modify instructional activities in response to changes in career and technical education practices and procedures, advisory committee input, job-entry requirements, and local employment outlook.

Prepare instructional materials and develop lesson plans using the recommended format; develop instructional aids such as demonstrations, sketches, charts, and models as appropriate to promote retention, deliver instruction using a variety of methodologies, aids, and materials; modify lesson plans according to students' demonstrated abilities; engage students in relevant instructional activities for the complete class time.

Provide students with a course syllabus; assist students in completing course assignments; assist students by checking for understanding, answering questions and providing proper examples and general guidance.

Administer a variety of assessment instruments, including tests, to measure progress towards and attainment of course competencies, student outcomes, and in support of state content standards; grade student tests and assignments; report progress regarding student performance and behavior in a specific and timely manner per established guidelines; record grades; maintain student files as assigned.

Implement curriculum in assigned subject areas according to student needs, industry standards, and established course outlines, which include state content standards and student outcomes.

Create and facilitate career exploration activities such as presentations, guest speakers, field trips, leadership training, career assessments, and career clubs appropriate for middle school learners.

Manage the behavior of students according to approved procedures. Establish rules and procedures, which promote appropriate student conduct and motivation for student learning.

Participate in Teacher Induction Program training and Peer Coach assistance as assigned and/or other staff development activities as requested.

Collaborate with other personnel in assessing and meeting identified student needs.

Refer to and abide by policies and procedures outlines in the Teacher's Resource Handbook.

Assure the health and safety of students by following established practices and procedures; maintain the learning environment in a safe, and orderly manner; develop, administer, and maintain student safety tests and records.

Monitor inventory, order and receive course supplies and materials; contribute input to budget development; maintain budget account records.

Prepare and maintain all records and reports related to attendance, grades, progress, incidents and assigned activities; administer and submit student satisfaction and exit surveys; prepare instructional program completion records and certificate requests; submit all documents on time.

Operate standard office and classroom equipment such as duplication equipment, calculator, computer and assigned software; operate and maintain equipment applicable to assigned subject area; drive a vehicle to off-site learning locations as assigned by the position.

Communicate with faculty, administrators, staff, students, and parents to exchange information and resolve issues or concerns related to student needs and progress; meet with local business representatives to exchange information regarding labor trends.

Establish and maintain relationships with local employers and community partners to develop career exploration opportunities for middle school students.

Collaborate with administrators and the ROP Teachers on Assignment to coordinate and attend advisory committee meetings.

Assist students in development of employability skills in accordance with course outlines. Attend and participate in a variety of assigned conferences, meetings and committees.

OTHER DUTIES:
Perform related duties as assigned in accordance with established guidelines and timelines.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, theories, practices, methods, and techniques used in curriculum development and classroom instruction.
Procedures, which promote appropriate student conduct and motivation for student learning.
Career and technical education principles, practices, techniques, and procedures of assigned subject areas.
Development and implementation of lesson plans.
Applicable laws, codes, regulations, policies, and procedures. Principles of training and providing work direction.
Interpersonal skills using tact, patience, and courtesy.
Correct English usage, grammar, spelling, punctuation, and vocabulary Safe practices and appropriate student conduct.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.

ABILITY TO:
Provide career and technical education instruction to students in a variety of assigned subject areas to facilitate career exploration in preparation for high school CTE pathway participation.
Prepare instructional materials and develop lesson plans.
Maintain current knowledge of career and technical education practices and procedures, job-entry requirements, and local employment outlook of assigned subject areas.
Develop, implement, and modify curriculum in assigned subject areas.
Monitor, observe, and assess student behavior and progress according to approved policies and procedures.
Evaluate student abilities and modify lesson plans according to skill level. Interpret, apply, and explain rules, regulations, policies, and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others. Observe health and safety regulations.
Maintain records and prepare reports.
Operate a computer and assigned software.
Plan and organize work.
Work independently with little direction.

EDUCATION AND EXPERIENCE:
This position requires a Designated Subjects Vocational or Career Technical Education Credential in the appropriate career and technical education area. Credential Criteria includes

a) Graduation from high school or its equivalent;
b) Three years of full-time, paid work experience in assigned career and technical education area (one year must be in the last five or two years within the last ten) or a Designated Subjects Credential.

LICENSES AND OTHER REQUIREMENTS:
Successful completion of a basic academic skills examination.
Some positions in this classification may require additional certifications specific to assigned subject areas.

Some positions in this classification may require a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
ROP classroom, laboratory environment, or online.
Some positions may require the driving of a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate equipment applicable to the assigned subject area.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information with pupils and staff, including but not limited to instruction, classroom discipline, and safety announcements.
Bending at the waist, kneeling, or crouching to assist students. Reaching overhead, above the shoulders, and horizontally.
Lifting and carrying moderately heavy objects as assigned by the position.