

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: Teacher on Assignment I

BASIC FUNCTION:

Under the direction of the Superintendent and/or designee, develop, plan, coordinate and monitor the work plan and activities necessary to implement special projects, programs and/or grants. Plan, organize and implement project goals with project staff. Coordinate collaborative activities with representatives from other agencies, provide on-going communication between all parties, and collaborate with technical personnel and administrators. Coordinate and implement staff development activities in support of project goals.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Implement project objectives to achieve project goals and expected outcomes in alignment with strategic priorities established by the funding agency and guidelines set for accountability measures.

Manage the workflow of project teams.

Collaborate with representatives from universities, community colleges; adult, secondary, and middle schools, and ROCPs in the development and implementation of the special projects.

Meet with CTE teachers, professional learning communities, and other groups involved in CTE to formalize and support implementation of program activities and requirements.

Coordinate stakeholder meetings, facilities, and amenities for workgroups.

Collaborate with others (e.g. teachers, counselors, administrators, students, parents, other District personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.

Provide opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, and other work-based learning opportunities.

Collect and report data, as a program participation requirement, to meet data reporting requirements outlined as part of the grant and to allow for an evaluation of the program.

Provide guidance to project staff and representatives from the field to facilitate the sharing of information, resources and expertise.

Maintain a variety of detailed, auditable reports to track project outcomes and activities. May prepare and submit reports per established timelines to appropriate agency personnel.

Promote the CTE programs through outreach, marketing, and communications.

Assist staff in providing the best possible learning environment for all students.

Prepare memos; submit documentation, and schedule appointments and other paperwork as required.

Organize and schedule meetings as necessary and/or directed.

Maintain a variety of detailed records in a variety of written and electronic formats.

Serve as liaison between ROP administration, project staff, and others.

Attend and participate in a variety of assigned conferences, meetings and committees.

OTHER DUTIES: Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

In depth understanding of career technical education principles, processes and services.

Assessment, data analysis, writing, interpersonal, and communication skills.

Establishing and maintaining effective working relationships with students, parents, staff, and outside agencies.

Skill-based competencies to satisfactorily perform the function of the position: planning and problem solving; analysis; effective listening; meeting facilitation; guiding others; managing projects/programs; monitoring activities.

Applicable laws, codes, regulations, policies and procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Compile and manage mail, e-mail distribution, contact, and resource files, data bases and lists.

Safe practices and appropriate professional conduct.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.

Ability to promote appropriate student conduct and motivation for student learning.

Effectively use technology as an instructional tool.

Establish and maintain cooperative and effective working relationships with others.

Observe health and safety regulations.

Compile and organize data for reporting project outcomes.

Prepare and maintain a variety of accurate records, files, and reports.

Operate standard office equipment including a computer and assigned software.

Plan and organize work to meet project timeline and deadlines.

Work independently and as a team member with little direction.

EDUCATION AND EXPERIENCE:

REQUIRED:

- Clear Career Technical Education Credential
- Five years of Career Technical Education teaching

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023 will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school site environment.

Driving a vehicle to conduct work.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Standing for extended periods of time.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information in person and on the telephone.

Bending at the waist, kneeling or crouching to assist students.

Reaching overhead, above the shoulders and horizontally.