

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: TEACHER

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 entry-level employment skills, enhance existing skills or in preparation for advance training; 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 entry-level employment skills, enhance existing skills or in preparation for advanced training; 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 classroom 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.

Observe and manage behavior of students in the classroom according to approved procedures; establish classroom 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 learning environment in a safe, orderly and clean manner; develop, administer and maintain student safety tests and records.

Monitor inventory, order and receive levels of classroom books, 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 to develop training and/or employment opportunities for ROP students; set up community classroom internships with local employers as assigned by the position; place students at worksites, and monitor and document their progress; maintain required documents and records.

Collaborate with administrators and the ROP Curriculum Development Teacher on Assignment to coordinate and attend advisory committee meetings; submit names of prospective committee members to the Curriculum Development TOA.

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.

Classroom 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

Classroom procedure, 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 entry-level employment skills, enhance existing skills or in preparation for advanced training.

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 or laboratory environment.

Some positions may require the driving of a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate equipment applicable to 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 to demonstrate skills in classroom, laboratory or shop settings.

Lifting and carrying moderately heavy objects as assigned by the position.