

**JOB DESCRIPTION – INSTRUCTOR**

Board 4-15-93 (Revised 07-11-19)

**BASIC FUNCTION**

ROP Instructors as professional educators 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 to prepare for advanced 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**

The ROP teachers shall adhere to the following list of duties and responsibilities while using the Mission Statement to guide instruction:

1. Provide career and technical education instruction to students in assigned subject areas to develop entry-level employment skills, enhance existing skills or to prepare for advanced training; modify instructional content in response to changes in career and technical education practices and procedures, advisory committee input, A-G course requirements; job-entry requirements and local employment outlook.
2. Implement curriculum in assigned subject areas according to student needs, industry standards and established course outlines, which include state academic standards and student outcomes; provide students with a course syllabus.
3. Prepare instructional materials and develop lesson plans using the recommended format; establish and communicate learning objectives; develop instructional strategies as appropriate to promote retention; deliver instruction using a variety of methodologies and materials; engage students in relevant instructional activities for the complete class time.
4. Assist students in completing classroom assignments; support students by checking for understanding, answering questions, and providing proper examples and general guidance; modify lesson plans according to students' demonstrated abilities.
5. Administer a variety of assessment instruments to measure progress towards attainment of course competencies, student-learning outcomes, and in support of state academic standards; grade and record assessments and assignments; report progress regarding student performance and behavior in a specific and timely manner per established guidelines; maintain student records as assigned.
6. Monitor and manage behavior of students in the classroom according to approved procedures; establish classroom routines and procedures to promote appropriate student conduct and motivation for student learning.

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7. Ensure 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.
8. Teach employability and Professional (soft) Skills in accordance with course outlines.
9. Collaborate with faculty, administrators, staff, students, and parents/guardian to exchange information and resolve issues or concerns related to student needs and progress; document and report any student incidents.
10. Actively participate in student recruitment for his/her program.
11. Participate in activities and events at the high school site. (Ex: Staff meetings, Back to School, Future Frosh Night, IEPs, etc.)
12. Nominate outstanding students for Evening of Excellence and attend event.
13. Participate in effective teaching strategies training and/or other staff development activities as required; participate in program review.
14. Refer to and abide by Board Policies and Administrative Regulations.
15. Monitor inventory, order and receive textbooks, supplies and materials; complete purchase requisitions and submit to ROP; contribute input to budget development.
16. Prepare, maintain, and submit all records and reports related to daily attendance, class assignments, grades, and progress by the assigned deadlines; administer and submit student surveys; prepare course completion records; complete student competencies and issue certificates.
17. Operate standard office and classroom equipment such as a computer and assigned software; operate and maintain equipment applicable to subject area; drive a vehicle to off-site learning locations as assigned by the position.
18. Meet with local business representatives to exchange information regarding labor trends and prepare lesson plans to share with students.
19. Attend advisory committee meetings; submit at least one name of prospective committee members to administration by the assigned deadline.
20. Establish and maintain relationships with local employers to develop Work-based Learning (WBL) and/or employment opportunities for students; establish WBL agreements with local employers place students at worksites; monitor and document their progress; maintain required documents and records as assigned by the position.

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21. Make follow-up phone calls to former seniors and/or adult students 6 months after course completion as required for Perkins funding.
22. Attend and participate in assigned conferences, meeting and committees.
23. Read email every day and respond to communication from ROP staff in a timely manner.

**Additional Paid Time:** (additional paid time must be preapproved. Documentation required.)

- Grading Senior Projects
- Additional Curriculum Development
- Aeries/AIM training
- Field Trips w/students (if outside of regular teaching time)
- CTSO's (specific student clubs) – Stipend
- A-G course approval and/or implementation

**KNOWLEDGE AND ABILITIES****KNOWLEDGE OF:**

- ROP policies and procedures.
- Oral and written communication skills.
- Curriculum development, use of educational technology, effective instructional strategies/techniques, curriculum standards, and assessment.

**ABILITY TO:**

- Provide instructional assistance to high school students and adults.
- Work cooperatively with others and maintain an effective working relationship with ROP staff, co-workers, and district staffs.
- Establish and maintain a calm, tactful, friendly, and diplomatic manner.
- Plan, organize, and manage assigned functions and complete assignments within specified timelines and guidelines.
- Understand and carry out oral and written instructions.
- Operate a computer and assigned software.
- Prepare clear, complete, and concise reports and documentation.
- Drive a vehicle to conduct work.

**EDUCATION AND EXPERIENCE**

Must possess the Designated Subjects Career Technical Education Teaching Credential in one of the identified areas. Previous experience teaching or substituting within a high school setting highly desirable.

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**LICENSES AND OTHER REQUIREMENTS**

Valid California Designated Subjects Teaching Credential

Valid California Driver's License

**WORKING CONDITIONS****ENVIRONMENT:**

- Typically indoor work environment

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Standing for extended periods of time, stooping, bending, lifting