

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: ROP Instructor - Construction Trades & Remodeling Skills

DEFINITION

Responsible for the development, implementation, and conduct of a course of instruction which will qualify persons for employment as a construction worker in the building and remodeling industry. The instructor will provide all classroom/laboratory instruction.

DIRECTLY RESPONSIBLE TO

Area Coordinator, Vocational Education

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Responsible to effectively teach the attitudes, knowledge, concepts, and skills encompassed within the curriculum; annually prepares and submits a course of study including program objectives, student performance objectives, and daily lesson plans; annually prepares and submits a program budget and be responsible for making requests for materials and supplies not to exceed the amount and types of expenditures set forth in the program's approved budget; at the completion or termination of a student's training, submits a report of the total number of hours of training the student received and the related skills achieved; assists in student placement activities; accurately and punctually submits to the director all forms and information needed for attendance accounting and grade reporting; establishes an advisory committee which will include representatives from related business, industry, unions, professional organizations, and other public and/or private agencies providing the same or related training, and holds a minimum of one meeting during each school year; attends staff meetings and such other meetings as required by the director; provides effective liaison between the Sacramento ROP and schools, business/industry, unions, apprenticeship programs, and the general community; performs other related duties as requested by the director; observes the administrative policies for credentialed personnel.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possess or qualify for a California Designated Subject Vocational Teaching Credential authorizing instruction in Construction Trades.

To qualify for a vocational credential, the minimum requirement is verification by previous employers of five years of full-time, paid or nonpaid, work experience directly related to each subject to be named on the credential. Forty-eight semester units, or the equivalent, or post-secondary vocational training related to the subject named on the credential and verified by official transcript may be substituted for a maximum of two of the five years of experience. One year of the required work experience shall be within the three years immediately preceding the issuance of the credential.

Knowledge, Skills, and Abilities

Knowledge of instructional methods and techniques which are used in assisting persons to gain the skills needed for entry level positions in construction; knowledge of sources of instructional materials appropriate to such training; specific skills, knowledge, and attitudes needed for achieving employment as a construction worker; knowledge of employment trends in construction and remodeling occupations; ability to follow instructions and work independently without constant supervision; skill to develop program goals and student performance objectives; analyze and evaluate abilities and aptitudes and prescribe instructional techniques and methods to assist persons in reaching outlined performance objectives. Interpersonal skills to gain the interest, respect, and cooperation of students; problem solving skills to analyze instructional situations accurately and adopt an effective course of action to obtain maximum learning; knowledge and skills to implement behavior modification techniques into practical situations; knowledge and skills to maintain a good learning environment; ability to speak and write effectively; audio-visual skills to effectively use and operate audio-visual and other equipment normally used for instructing this occupation.

Physical Characteristics (Consideration will be given to reasonable accommodation for the following physical requirements):

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to travel from site to site and move about an office/classroom; ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups.

Other Characteristics

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel locally.