

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: ROP Instructor – Heavy Duty Truck Driver

DEFINITION

Instructs and trains students for positions in the trucking transportation industry. The instructor will be responsible for developing students skills, knowledge, and attitudes commensurate to the goals of the program and effectively using materials and equipment to meet goals. The instructor will identify potential training sites, make all arrangements necessary for the placement of students as per state regulations, and supervise students in that training.

DIRECTLY RESPONSIBLE TO

Principal, Workforce Development Department

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.)

Utilizes a variety of effective and professional teaching techniques and methods which assist students in attaining the performance objectives of the course; annually prepares and submits a course of study including course objectives, student performance objectives, and daily lesson plans; annually prepares and submits a program budget and is responsible for making requests for materials and supplies not to exceed the amount and types of expenditures set forth in the course's approved budget; develops appropriate student performance objectives to be achieved while enrolled in this course; develops charts and graphs indicating student progress; 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 businesses, industries, 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 with the advisory committee; attends staff meetings and other meetings as required by the Director; performs other related duties as requested by the Director and/or the Principal, Workforce Development; observes the policies for credentialed personnel as set forth by the County Office of Education.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possess or qualify for a California Vocational Education Teaching Credential authorizing instruction in Truck and Bus Driving.

To qualify for a vocational credential, the minimum requirement is verification by previous employers of five years of full-time, paid or unpaid, 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: effective instructional methods and techniques which will be used in assisting persons to gain the skills needed for entry level positions in the trucking transportation industry; specific skills needed to include driving, parking and loading on a pad; safety guidelines, warehouse operation, transportation and Department of Motor Vehicles regulations and policies; sources of instructional materials appropriate to such training; practical experience needed for achieving employment in the trucking transportation industry; knowledge of employment trends; Ability to: follow instructions and work independently without constant supervision; develop program goals and student performance objectives; analyze and evaluate 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 maintain a good learning environment; ability and skill to supervise students; ability to speak and write effectively; operate audio-visual and other instructional equipment; and develop and manage a course budget. Demonstrate proficiency in teaching skills related to the trucking transportation industry; and teach job seeking skills including resume writing and interviewing techniques.

Other Characteristics

Possession of a valid Class “A” California driver’s license and/or be able to provide own transportation in conduct of work assignments; willingness to travel to various outreach sites within the ROP service area.

Approved August 2000