

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: ROP Instructor – Hospital and Community Health Services**

**DEFINITION**

Responsible for the development, implementation, management and teaching of a curriculum which will qualify persons for employment in a health care setting. The instructor will also provide all classroom/laboratory instruction. The instructor will be responsible for training site acquisition, student placement, and supervision.

**DIRECTLY RESPONSIBLE TO**

Principal, ROP

**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.)

Annually prepares and submits a course of study including program objectives, student performance objectives and daily lesson plans, provides related instruction and supervises student training in community health agencies and/or acute care hospitals; annually prepares and submits a program budget and is responsible for making requests for materials and supplies not to exceed the amount and type of expenditures set forth in the 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 to include representations from community health care providers and agencies including, but not limited to, acute care hospitals; holds a minimum of one meeting of this committee during each school year; attends staff meetings and other meetings as shall be required by director; performs other duties related to this position; observes and abides by the administrative policies for credentialed personnel set forth by the Sacramento County Office of Education.

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience

Possess or qualify for a California Designated Subject Vocational Teaching Credential authorizing instruction in Medical Office Services, Health Care Information Services, Health Care Diagnostic Services, or Nursing Services.

To qualify for a vocational credential, the minimum requirement is verification by previous employers of five years of full-time, paid or non-paid, work experience directly related to each subject to be named on the credential. Forty-eight semester units 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 health care organizations, managed care practices, hospital policies and procedures; medical practices and procedures including practical ethics and confidentiality; basic medical records, charts, and forms; medical terminology; knowledge of instructional methods and techniques which are used in assisting persons to gain the skills needed for entry level positions in health service occupations; knowledge of courses of instructional materials appropriate to such training; specific skills, knowledge, and attitudes needed for achieving employment as a health care worker; knowledge of employment trends in health service 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 reading 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; ability to implement behavior modification techniques

into practical situations; ability to communicate effectively; skill to effectively use and operate audio-visual and other equipment normally used for instructing this occupation.

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/

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