

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: ROP Instructor - Nursery, Landscaping, and Ground Maintenance**

**DEFINITION**

Responsible for teaching and training youth and adults in Nursery, Landscaping and Ground Maintenance. The instructor will be responsible for developing student skills and knowledge commensurate to the goals of the course.

**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.)

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 Area Coordinator; 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 Nursery, Landscaping, and Grounds Maintenance.

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: effective instructional methods and techniques to use when teaching; sources of instructional material and information concerning this occupation; specific skills and knowledge necessary for achieving personal success in nursery, landscaping, and ground occupations.

Ability to: follow instructions and work independently without constant supervision; analyze instructional situations and develop an effective course of action to achieve maximum learning by the student(s); speak and write effectively; ability and skill to supervise students; operate audio-visual and other instructional equipment; and develop and manage a course budget. Demonstrate proficiency in teaching skills related to nursery, landscaping, and grounds maintenance; and teach job seeking skills including resume writing and interviewing techniques.

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 (mileage reimbursable).