

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: ROP Instructor - Office Careers**

**DEFINITION**

Responsible for instruction and training in office careers that will prepare the student for entry-level employment in business and industry. The instructor will be responsible for developing student skills, knowledge, and attitudes commensurate to the goals of the program and effectively using materials and equipment to meet goals.

**DIRECTLY RESPONSIBLE TO**

Principal, Education Programs

**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 student in attaining the performance objectives of the course; 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; develops appropriate "in the community" training sites for students including a contractual agreement between the community agency and the ROP and a statement of the student performance objectives to be achieved while at the training site; provides immediate supervision to all students while they are at community training sites; 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; performs other related duties as requested by the director of the area coordinator.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Possess or qualify for a California Vocational Education Teaching Credential authorizing instruction in Office Occupations.

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: general office organization; office telephone systems and operations; basic record keeping and bookkeeping; entry level clerical skills; routing of office communications; postal regulations; basic knowledge in computer operation; and standard business office procedures of handling persons seeking information and/or wishing to talk or meet with agency management and supervisory personnel.

Ability to: follow instructions and work independently without constant supervision; develop program goals and student performance objectives; analyze and evaluate student competencies utilizing instructional techniques and methods to assist each student in reaching course objectives; gain and maintain the respect and cooperation of students; analyze instructional situations and develop an effective course of action to achieve maximum learning by the student(s); speak and write effectively; work effectively with public and private agencies in developing training sites and training site plans; ability and skill to supervise students in community classroom; operate audio-visual and other instructional equipment; and develop and manage a program budget.

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).