

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: ROP Instructor – Office Occupations

DEFINITION

Responsible for the development, implementation, management and teaching of Office Occupations curriculum. 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.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

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 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; holds a minimum of one meeting during each school year with the advisory committee; attends staff meetings and other meetings as required; performs other related duties as requested by the Director and/or the Principal; 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 Designated Subject Career Technical or Vocational Education Teaching Credential authorizing instruction in Office Occupations; appropriate certification for teaching English Language Learners required. Experience working with at-risk and/or special needs students with emotional challenges is desirable.

To qualify for a career technical credential, the minimum requirement is three 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 of post-secondary vocational training related to the industry sector named on the credential and verified by official transcript may be substituted for a maximum of two of the three years of required work experience. Possession of an advanced industry certificate related to the industry sector to be listed on the credential or one year of full-time general education teaching experience in preschool or grades K-12 may be used to meet up to one year of the experience requirement. At least one year of the required work experience shall be within the last five years, or two years within the last ten years, immediately preceding the issuance of the preliminary credential.

Knowledge, Skills, and Abilities

Knowledge of effective instructional methods and techniques which are used in assisting persons to gain the skills needed for entry level positions in Office Occupations; specific skills, knowledge and attitudes needed for achieving employment in this field; knowledge of office methods and practices including filing systems, business correspondence, receptionist techniques, and report writing; knowledge of computer terminology, keyboarding, computer operating systems, word processing, database creation, spreadsheet creation, and desktop information management; knowledge of employment trends in Office Occupations; ability to follow instructions and work independently without constant supervision; skill to 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; 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 valid California driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel locally (mileage reimbursable).

Approved October 2007