

Sacramento County Office of Education Job Description

Classification Title: ROP Instructor, Banking and Financial Careers

DEFINITION

Responsible for instruction and training in Banking and Financial 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 attitude 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

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.)

Responsible to effectively teach the attitudes, knowledge, concepts, and skills encompassed within the curriculum; annually prepares and submits a course of study including program objectives, student performance Objectives, and daily lesson plans; annually reviews the curriculum and makes necessary changes; annually prepares and submits a program budget and 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; at the completion or termination of 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; provides effective liaison between the Sacramento ROP and schools, business/industry, unions, apprenticeship programs, and the general community; performs other related duties as requested by the director; observes the administrative policies for credentialed personnel.

MINIMUM QUALIFICATIONS

Training, Education, and Experience

Possess or qualify for a California Designated Subject Vocational Teaching Credential authorizing instruction in Banking and Financial Careers. 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 experience shall be within the three years immediately preceding the issuance of the credential.

Knowledge, Skills, and Abilities

Knowledge of teller functions, new account procedures, general bookkeeping operations, marketing of services, current operating and safety practices, supervision of personnel, on-line computer function in a commercial bank or savings bank. 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; 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. Demonstrate proficiency in teaching skills related to Banking and Financial Careers and teach job seeking skills including resume writing and interviewing techniques.

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.

8/1992