

SACRAMENTO COUNTY OFFICE OF EDUCATION
CLASSIFICATION TITLE: Career Technical Education Instructor

DEFINITION

The Career Technical Education Instructor develops, implements, and manages educational activities within an interactive learning lab environment to integrate and support student academic and vocational exploration and learning; provides Career Technical Education instruction to high school students in alternative education programs in vocational subjects, as authorized; 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

Appropriate Administrator

SUPERVISION OVER

None, however, trains, assigns work, and provides input into performance evaluation process for support staff.

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.)

Creates and maintains an effective and engaging learning environment that integrates academic and vocational learning; collaborates with other staff on the development of associated curricula; identifies and develops activities that are CTE standards-based, encourage critical thinking and problem solving, and integrate content with academic language and math skills; adapts curriculum to meet the individual needs of a diverse student population; manages the CTE learning lab, including the development and implementation of safety protocols; utilizes a variety of effective teaching techniques and methods to assist students 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 requests materials and supplies not to exceed the amount and types of expenditures set forth in the program's approved budget; develops appropriate student performance objectives; 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; collaborates with transition staff to support student career exploration, employability skill development, exploration of post-secondary training programs and engagement in work-based learning prior to and during job-site placement; 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 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 meetings as required; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possess or qualify for a California teaching credential that authorizes Career Technical Education instruction in one of the following industry sectors:

- Arts, Media, and Entertainment
- Energy, Environment and Utilities
- Engineering and Architecture
- Information and Communication Technology
- Marketing, Sales, and Service
- Manufacturing and Product Development

Appropriate certification for teaching English Language Learners required. Experience working with a broad spectrum of students, individualizing instruction to meet student needs, and facilitating/leading hands-on and project-based learning desirable.

Knowledge of:

Common Core State Standards and CTE Curriculum Frameworks; Positive Behavioral Intervention and Supports (PBIS); effective instructional methods and techniques; sources of instructional material and information related to CTE industry sector; specific skills and knowledge necessary for achieving personal success in the industry sector; principles of hands-on and project-based learning; student population, including diverse academic, socio-economic, cultural, ethnic, and disability backgrounds; challenges faced by teens and young adults that impact their academic and vocational success; technology hardware and software related to the industry sector.

Skill and Ability to:

Establish clear learning goals for all students and engage students in the achievement of those goals; utilize effective teaching strategies; evaluate and revise instructional practices and programs to meet student needs; promote and develop student's desire to learn; facilitate hands-on and project-based learning opportunities which encourage and support student engagement and career exploration; provide a safe learning environment; follow instructions and work independently without 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 student learning; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive working relationships and interact cooperatively and effectively with those contacted in the course of work; develop training sites and training site plans in collaboration with public and private agencies; supervise students in a lab and classroom setting; effectively operate and utilize instructional technology, equipment, tools, safety devices, computers and software; manage an interactive learning lab and 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).