

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Teacher – Regional Occupation Program	Reports To:	Site Administrator
Department:	Regional Occupation Program	Classification:	Non-Management
FLSA:	Non-Exempt	Work Year	N/A – Supplementary Assignment
		Salary:	Schedule F

I. DESCRIPTION OF POSITION

Under the direction of the site administrator, and either full-time or as part of a secondary or post-secondary teaching assignment, the Regional Occupation Program teacher teaches one or more occupational education classes designed to develop competency in a specific field of endeavor, and plans, organizes, presents and evaluates a program of meaningful instruction to assigned students.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Teaches occupational skills and knowledge to provide pupils with the competence to continue their educational training or to be an economic asset to the employer.
- B. Demonstrates occupational materials, equipment, tools and processes using standard or teacher-prepared models, mock-ups, sketches and/or other instructional aids.
- C. Instructs a pupil in the appropriate safety precautions and the safe operation and use of tools, machinery and equipment.
- D. Controls the storage, maintenance and use of materials and property to prevent loss, damage or abuse.
- E. Establishes and maintains standards of pupil conduct to provide an orderly, safe and productive environment in an activity-type classroom with many potential hazards.
- F. Maintains contact with the business community to keep informed of new innovations and job requirements, which must be reflected in the curriculum in order to develop marketable skills as required by prospective employers.
- G. Makes weekly attendance reports to Regional Occupational Program technicians.
- H. Establishes and maintains Individual Training Plans for each student enrolled.
- I. Selects and requisitions books, instructional aids, equipment, tools, materials, supplies and parts as required, working under established budget and procedures.
- J. Assist in the job placement of trained ROP students.
- K. May work under modular or flexible scheduling plans, and may supervise pupils in Regional Occupational Program-related activities during the assigned working day.
- L. Participates in curriculum and other developmental programs.
- M. Attends and works with Vocational /Technical Education Advisory Committees in the development and implementation of specific vocational education programs.
- N. Coordinates work schedules and stations with participating facilities where training is done, such as hospitals, airports, shopping centers and other off-campus locations.
- O. Assists in district follow-up studies and evaluations of programs for graduates.
- P. Plans and implements appropriate instructional activities, shows evidence of being consistently prepared, prepares appropriate materials for assignments, develops lessons appropriate to time constraints, and relates lessons to curriculum or course of study.
- Q. Utilizes a variety of instructional skills and methods, varies instructional modes to accommodate student needs, interests, learning styles, and ability levels, and provides opportunity for student inquiry and problem solving.
- R. Monitors and evaluates student progress, checks progress of individual student achievement frequently, evaluates results and adjusts the learning process as needed, and provides timely feedback to students and parents.

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- S. Maintains appropriate classroom control, shows respect for students and their ideas, encourages participation consistent with objectives of lesson, promotes recognition of others' rights and ideas, counsels with students displaying inappropriate behavior or performance, and directs the activities of the class appropriate to learning tasks.
- T. Demonstrates knowledge of subject matter, presents lessons with a clear and logical structure, assists students in understanding relationships of concepts, displays skill in making lessons interesting, and stays abreast of current trends in subject matter.
- U. Establishes appropriate relationships with students, actively interacts with students, and demonstrates enthusiasm, intellectual stimulation, and organization.
- V. Helps to develop each student's self-image, respects the dignity of each student, and strives to develop positive students attitudes of self-worth and confidence.
- W. Encourages students to accept responsibility, educates students of the rights and responsibilities of living in a democracy, encourages participation in school activities, promotes the worth of accomplishments and self-discipline, and allows for individual responsibility and freedom commensurate with maturity level.
- X. Assists the student in setting and achieving goals, assures that students are knowledgeable of objective of the lesson being taught, communicates with students about their achievement and goals, and offers specific guidance and suggestions that aid students in the process of achieving goals.
- Y. Utilizes academic learning time, adheres to an on-task agenda with procedures that are well understood by students, develops program of intermediate difficulty with high levels of success, and develops a sense of pride in academic achievement.
- Z. Conducts conferences and communicates with students, parents, and support personnel concerning individual students needs.
- AA. Performs basic student attendance accounting and textbook accounting, and maintains and submits upon request accurate, complete and correct records as required by law, district policy, and administrative regulations.
- BB. Maintains cooperative, professional attitudes with peers and supervisors.
- CC. Assists in upholding and enforcing school rules, administrative regulations and district policy.
- DD. Attends and participates in faculty meetings.
- EE. Follows a planned professional growth program, participates actively in local, state and national professional vocational education associations, and studies local, state and national guidelines for effective instruction.
- FF. Performs related duties as assigned.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California preliminary or professional clear designated subject credential with specialization in vocational trade and technical teaching.
- B. Nurses must hold a current California license.
- C. Five years successful paid work experience in the field in which applicant is to teach.
- D. Bilingual ability is desirable.

IV. **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- A. Vocational Education subject matter.
- B. Labor market needs in subject matter.
- C. Differentiated classroom instructional practices that promote student academic success.
- D. Needs of a culturally and linguistically diverse student population.
- E. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Work cooperatively and effectively with other teachers and administrators.
- B. Meet schedules and timelines.
- C. Work independently with minimal direction.
- D. Plan and organize work.
- E. Demonstrate effective communication skills both orally and in writing.
- F. Use a computer.

V. **WORKING CONDITIONS**

Environment:

School or community site.

Physical abilities:

Hearing and speaking to exchange information and make presentations.

Approved by: _____
Randolph E. Ward, Ed.D, State Administrator

Date: _____

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.