

**MARIN COUNTY OFFICE OF EDUCATION
REGIONAL OCCUPATION PROGRAM TEACHER
Job Description**

Brief Description of Position:

Provides vocational instruction to youth and adults in specific occupational field for which qualified and assigned.

Duties and Responsibilities:

A. Progress of pupil toward the standards of expected pupil achievement.

1. Design and implement instructional programs to meet student's/industry needs.

Quality Indicators:

- a. Integrates each student's goals and objectives into the Regional Occupation Program using the approved curriculum.
- b. Requests and/or utilizes appropriate equipment and supplies.
- c. Adapts teaching methods based on students' needs and sound principles of learning.
- d. Implements a program that provides continuity and consistency for students.
- e. Establishes rapport, provides a suitable learning environment and utilizes strategies to promote student learning.
- f. Utilizes strategies to promote in students a positive self-concept, self-awareness, self-discipline, responsibility and respect for others.
- g. Establishes and maintains standards and procedures which promote an effective learning environment.

B. Instructional techniques and strategies used by the employee.

1. Maintain ongoing evaluation system for monitoring student's program and progress.

Quality Indicators:

- a. Selects appropriate assessment methods and/or tools, makes necessary adaptations for the population, accurately administers, scores and interprets results.
- b. Uses assessment results to assist student in setting goals and objectives.

- c. Monitors student progress through (on-site) observation and supervision.
- d. Provides ongoing feedback to students and employers regarding progress towards identified goals and objectives.
- e. Maintains and completes student skill profile sheet for each individual.

C. The employee's adherence to curriculum objectives.

- 1. Demonstrate knowledge of and utilize established curriculum.

Quality Indicators:

- a. Submits and/or maintains an updated curriculum binder and course of study.
- b. Writes course objectives consistent with job market and State Department of Education guidelines.

- 2. Establish and maintain an industry-based advisory committee.

Quality Indicators:

- a. Recruits committee members and maintains ongoing communication.
- b. Plans and participates in semiannual advisory committee meetings.
- c. Considers curriculum and equipment recommendations.

D. The establishment and maintenance of a suitable learning environment within the scope of employee's responsibilities.

- 1. Maintain acceptable health and safety standards at each instructional site.

Quality Indicators:

- a. Posts emergency procedures in area where service is provided.
- b. Maintains and has access to a complete first aid kit and student emergency cards in permanent classroom.
- c. Has knowledge of and updates student/staff emergency record and notifies all appropriate staff.
- d. Implements knowledge of emergency procedures (i.e., fire drill, evacuation route, earthquake drill, first aid).
- e. Provides for appropriate student supervision at all instruction settings.

- f. Follows appropriate procedures regarding communicable diseases.
 - g. Reports accidents and unsafe or unsanitary conditions.
2. Establish and maintain channels of communication with host instructional site staff, student, and/or parent.

Quality Indicators:

- a. Develops and implements an ongoing system for communication.
- b. Communicates effectively in written and oral language.
- c. Provides necessary information and consultation pertinent to addressing students' needs.
- d. Maintains professional working relationships.

E. Employee's performance of duties and responsibilities.

1. Develop community classroom and/or cooperative vocational education training sites.

Quality Indicators:

- a. Secures contractual agreement between site and Regional Occupation Program.
- b. Designs training agreement which contains measurable student performance objectives.
- c. Monitors and documents student progress in accordance with local and state regulations.
- d. Assists in student placements.

2. Observe legal mandates.

Quality Indicators:

- a. Submits all state and local reports, as required.
- b. Maintains confidentiality concerning information related to students.
- c. Submits completed required reports at the termination of a student's training.
- d. Maintains other records as required.

- e. Observes legal requirements regarding suspected child abuse reporting.
3. Direct assigned classified staff and volunteers.

Quality Indicators:

- a. Monitors, directs and effectively utilizes assigned classified staff and volunteers on an ongoing basis to carry out Regional Occupation Program activities.
 - b. Gives ongoing constructive feedback to staff and volunteers regarding their performance.
4. **Participate in activities designed to promote professional growth.**

Quality Indicators:

- a. Attends workshops, classes, inservices, conferences or other related professional activities.

Supervision Received:

Works under the direct supervision of a Program Manager

Position Qualifications:

Holds a valid California Vocational Credential