



JOB DESCRIPTION

CAREER TECHNICAL EDUCATION INSTRUCTOR

Basic Function:

Under the direction of an Instructional Administrator, a Regional Occupational Program (ROP) instructor provides instruction to secondary school or adult students in competency-based, career technical education courses in order to prepare them for college and career. ROP classes are taught by instructors who have trained and worked in the industry they are teaching. Once hired, instructors must enter a teacher credential program and ROP provides additional training and coaching support. Many ROP classes provide real-world experience by placing students in work-based learning. Please refer to the instructor job description for specific responsibilities, knowledge, skills, abilities, and requirements.

Typical Responsibilities:

- Articulate and consistently implement an approved classroom management plan with clear policies and procedures
- Assist with recruiting and maintaining positive relationships with work-based training sites and advisory board members
- Check instructor email and voice messages at least once each duty day and respond appropriately (usually within 48 hours).
- Collaborate with fellow educators and industry partners in planning and modifying curriculum, instruction, and assessment through Professional Learning Community (PLC) and advisory boards
- Communicate and work effectively as part of a team with all student stakeholders including administrators, counselors, parents, support staff, and other teachers
- Create a rigorous, yet supportive learning environment with high expectations for student achievement combined with appropriate support for student success in mastering course competencies.
- Demonstrate a thorough, accurate and current knowledge of the subject matter competencies taught
- Design, monitor, evaluate, and keep records of individual student training plans
- Develop and organize curriculum to facilitate student mastery of content and skills by connecting subject matter to meaningful, real-life contexts including, but not limited to service learning
- Develop and utilize a variety of measures through the PLC process to assess student learning in order to provide formative and summative feedback to both students and parents so that students can succeed
- Differentiate individual and group instruction and learning modalities in order to keep students engaged as well as accommodating students with diverse and special needs
- Embed college and career readiness skills within learning tasks
- Establish and maintain a safe, neat, orderly, and engaging classroom environment conducive to learning
- Implement and monitor goals established through accreditation, board/superintendent priorities, campus initiatives, and/or external grants
- Implement research and project-based instructional strategies which promote critical thinking through inquiry, problem-solving, and reflection
- Integrate curriculum framework with state content and skill standards
- Integrate the use of digital technologies and web-based programs within instruction and student learning tasks

- Keep abreast of current, evidence-based industry practices, technology, and training methods
- Maintain accurate course budget, inventory, student attendance, grades, and other records as required then report these in a timely manner using assigned software or management system
- Offer students multiple opportunities and necessary support to demonstrate mastery of course competencies
- Participate in campus, community, student employment and recruitment, and organization meetings and events
- Perform other duties as required including, but not limited to serving as an advisor to a Career Technical Student Organization (CTSO)
- Secure and nurture positive relationships with training sites to place and supervise students in work-based learning
- Submit requested or required documentation, information, and/or feedback in an accurate and punctual manner
- Supervise students for safety both inside and outside of the learning environment

Knowledge, Skills, and Abilities:

- Ability to follow ROP and school district policies and procedures as well as state and federal regulations, including, but not limited to maintaining confidential student and other required records
- Ability to integrate reading, writing, vocabulary, mathematics, science, social science, and information technology/media literacy skills with the career technical education curriculum
- Ability to motivate students in planning careers in the industry and career pathway taught
- Ability to organize classroom environment and instruction to facilitate and engage students in learning
- Ability to use diverse teaching strategies to meet students' learning styles, abilities, interest, and cultural backgrounds
- Ability to communicate and work effectively as a team member
- Ability to work effectively with educational partners, including industry representatives, academic instructors, administrators, counselors, and work-based learning sites
- Ability to write lesson plans for individual and group instruction
- Knowledge of methods and techniques of effective presentations
- Knowledge of current teaching strategies, project-based learning, and learning modalities
- Skilled in verbal and written communications
- Understanding of the California Model Career Technical Education Standards, as well as the California Common Core State Standards in order to integrate these within instructional units
- Utilization of technology including Microsoft office Suite (Access, Excel, Outlook, PowerPoint, Publisher, Word), course specific equipment/software, web-based programs, and interactive student learning systems

Requirements:

NOTE: The Immigration Reform and Control Act of 1986 requires that applicants must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify this status.

Education, Experience, and Training

- High school diploma or equivalent is required.
- Associate's, Bachelor's, or Master's degree is desirable, unless otherwise required (see "Appendix: Career Pathway Requirements" section at the end of this job description).
- A minimum of three years of work experience in instructor-related career pathway field, unless otherwise required (see "Appendix: Career Pathway Requirements" section at the end of this job description).
- Other career pathway specific education, experience, and training may be required. See "Appendix: Career Pathway Requirements" section at the end of this job description.

Physical Requirements

Except as where indicated by the specific pathway, the required physical requirements for the position include: walking, talking, sitting, standing, bending, stooping, hearing, reaching above the shoulders, the ability to lift at least twenty-five pounds and visual acuity (including color, depth perception and field of vision).

Teaching Credential

The successful candidate must qualify for or possess a valid, full-time Three-Year Preliminary or Five-Year Clear Designated Subjects Career Technical Education Credential including English Second Language Certification. NOCROP will assist you in starting the credentialing process:

Requirements for the Three-Year Preliminary Credential

Individuals must satisfy **all** of the following requirements:

1. Three years of work experience directly related to each industry sector to be named on the credential. One year equals a minimum of 1000 clock hours and the experience may be full-time or part-time, paid or unpaid.
2. High school diploma requirement by **one** of the following methods:
 - Possess a high school diploma
 - Possess a diploma based on passage of the GED Test
 - Possess the foreign equivalent of a high school diploma

Credential Work Experience

1. At least one year of the required work experience must be within the last five years, or two years within the last ten years, immediately preceding the issuance of the preliminary credential. For the purpose of meeting the recency requirement, any of the following, or a combination of the following, may be cumulated to total 1000 clock hours:
 - Work experience
 - College-level related course work
 - Non-college related course work
 - Occupational internship
 - Vocational teaching experience
2. Completion of forty-eight (48) semester units of postsecondary vocational training related to the industry sector(s) named on the credential may be substituted for a maximum of two of the three years of required work experience. The course work must be verified by official transcript and may be made on a pro rata basis up to the two-year maximum.
3. Additionally, one of the following may be used as one year of work experience toward meeting the three years of required experience:

- Possession of an advanced industry certificate related to the industry sector to be named on the preliminary credential, as determined by a Commission-approved CTE program sponsor.
 - One year of full-time general education teaching experience providing instructional services in preschool or grades K-12 earned in a public or private school of equivalent status.
4. Recommendation by a Commission-approved CTE program sponsor.

Additional credential requirement information may be found at <http://www.ctc.ca.gov/credentials/leaflets/cl888.pdf>.

Appendix: Career Pathway Requirements

The following information contains additional requirements only for specific career pathway instructors.

Child Development Pathway (*only instructors of Careers with Children, Preschool Lab courses*)

- Applicant must possess and provide documentation of 15 units of Early Childhood Education coursework from an accredited college or university, and at least four years of teaching experience in a licensed child care center or comparable group child care program. Three of the 15 units required shall be in administration or staff relations. Twelve of the 15 units required shall include courses that cover the general areas of child growth and development, or human growth and development; child, family, and community, or child and family; and program/curriculum.

OR

Applicant must possess and provide documentation of an Associate's degree with a major or emphasis in early childhood education or child development and three units in administration or staff relations, and at least two years of teaching experience in a licensed child care center or comparable group child care program.

OR

Applicant must possess and provide documentation of a Bachelor's degree with a major or emphasis in early childhood education or child development and three units in administration or staff relations and at least one year of teaching experience in a licensed child care center or comparable group child care program.

OR

Applicant must possess and provide documentation of a Child Development Site Supervisor Permit or Program Director Permit issued by the California Commission on Teacher Credentialing.

- Applicant must possess and provide documentation of a certificate of completion for 15 hours of health and safety training on preventative health practices (cannot be from a home study course).
- Applicant must possess and provide documentation of a valid, active, and current pediatric cardiopulmonary resuscitation as well as a pediatric first aid card from the American Heart Association or American Red Cross.
- Knowledge of child growth and development Title 22 regulations governing preschools and child care centers, SB2123 (Carpenter Bill), and experience in the field of preschool education.
- Applicant with five or more years of recent experience as a preschool director/teacher is desirable.

Education

- Applicant must possess and provide documentation of a Child Development Site Supervisor Permit or Program Director Permit issued by the California Commission on Teacher Credentialing.
- Applicant must possess a high school diploma and BS degree
- Applicant must have a minimum of five years recent experience working as preschool director/teacher or elementary school teacher.

Design, Visual & Media Arts Pathway

- Applicant must be skilled at effective use and ability to teach Adobe Creative Cloud® design and photography products including: Illustrator CC, InDesign CC, Muse CC, Photoshop CC, and Photoshop Lightroom.
- Applicant must be skilled at the effective use and ability to teach Adobe Creative Cloud® video products including: After Effects CC, Media Encoder CC, Adobe Premiere Pro CC, and Story CC Plus.

Emergency Response Pathway (*only instructors of Emergency Medical Technician courses*)

- Applicant must possess and provide documentation of a valid, active, and current certification as an Emergency Medical Technician (EMT) by a California EMT certifying entity.
- Applicant must possess and provide documentation of a valid, active, and current American Heart Association for Basic Life Support card; successful candidates must secure an AHA instructor's card in order to train and certify students prior to work-based learning.
- Must be able to lift at least 25 pounds
- *Note: Successful candidate must qualify for, apply, and be approved by the Orange County Emergency Medical Services (OCEMS) as an EMT training program instructor.*

Engineering Design Pathway

- Applicant must be skilled at effective use and ability to teach AutoDesk® AutoCAD®.
- Applicant with Bachelor's degree in engineering desirable.

Family & Human Services Pathway (*only instructors of American Sign Language courses*)

- Applicants must be certified as an American Sign Language (ASL) interpreter by one or more of the following: Registry of the Interpreters for the Deaf (RID), the National Association of the Deaf (NAD), or the American Consortium of Certified Interpreters (ACCI).
- Applicants must already possess a California Designated Subjects Teaching Credential in the designated industry sector.

Food Service & Hospitality Pathway

- Applicant must possess and provide documentation of or obtain the National Restaurant Association ServSafe® Certification during first year of employment. For more information visit www.servsafe.com.
- Applicant must be able to lift at least 50 pounds

Patient Care Pathway (*only instructors of Dental courses*)

- Applicant must possess and provide documentation of a valid, active, and current Board of Dental Hygiene Committee of California license (DDS, RDA, RDAEF, or RDH) for at least two years and possess experience in the subject matter he or she is teaching.

OR

An applicant who has held a license as a registered dental assistant or registered dental assistant in extended functions for at least two years, who then became a permit holder as an Orthodontic Assistant shall not be required to hold a permit for two years in order to instruct in the subject area.

- Applicant must possess and provide documentation of a valid, active, and current *California Radiation Safety Certificate*; in addition, must have knowledge of, experience with, and the ability to teach and assess students on the same in accordance with Section 106975 of the Health and Safety Code.
- Applicant must possess and provide documentation of the completion of a Board-approved course in *coronal polishing*; in addition, must have knowledge of, experience with, and the ability to teach and assess students on the same.
- Applicant must possess and provide documentation of the completion of a Board-approved course in the application of *pit and fissure sealants*; in addition, must have knowledge of, experience with, and the ability to teach and assess students on the same.

- Applicant must possess and provide documentation of the completion of a Board-approved course in *infection control*; in addition, must have knowledge of, experience with, and the ability to teach and assess students on infection control regulations and guidelines per the California Division of Occupational Safety and Health (Cal/OSHA) Regulations (California Code of Regulations, Title 8, Sections 330-344.85) and the Board's Minimum Standards for Infection Control (California Code of Regulations, Title 16, Section 1005 and 1070.6).
- Applicant must possess and provide documentation of a valid, active, and current CPR/AED card from the American Heart Association or the American Red Cross.
- *Note: Successful candidate must qualify for, apply, and be approved by the Dental Board of California as an instructor before teaching assignment begins.*

Patient Care Pathway (only instructors of Medical Assistant, Clinical & Administrative courses)

- Applicant must possess and provide documentation of a valid, active, and current license, certification, or degree as a Medical Assistant, Vocational Nurse, or Registered Nurse.
- Applicant must possess and provide documentation of a valid, active, and current American Heart Association for Basic Life Support card; successful candidates must secure an AHA instructor's card in order to train and certify students prior to work-based learning.
- Applicant must be able to lift at least 50 pounds.

Patient Care Pathway (only instructors of Nursing Assistant, Long-Term Care courses)

- Applicant must possess and provide documentation of a valid, active, and current California license as a Vocational or Registered Nurse.
- Applicant is required to have a California LVN or RN license and a minimum of two years recent experience in the nursing field (*must be provided on the applicant's résumé with dates of service, position roles and responsibilities with supervisor name and contact information*), including:
 1. one year nursing experience as a licensed nurse providing care and services to chronically ill or elderly patients in an acute care hospital, skilled nursing facility, intermediate care facility, home care, hospice care, or long-term care setting.
- Within six months of employment and prior to teaching a certification program the instructor shall obtain a minimum of twenty-four hours of continuing education courses in planning, implementing, and evaluation of education programs in nursing. These courses must be approved by the Board of Nursing or courses administered by an accredited educational institution. A transcript of successfully completed course(s) shall be sent to the Department of Public Health and shall be used as a basis for approval of the qualifications of the instructor. A copy of the transcript shall be kept on file at the nursing facility, agency, or public institution.
- *Note: Successful candidate must qualify for, apply, and be approved by the California Department of Public Health as an instructor.*
- Applicant must possess and provide documentation of a valid, active, and current American Heart Association for Basic Life Support card; successful candidates must secure an AHA instructor's card in order to train and certify students prior to work-based learning.
- Applicant must be able to lift at least 50 pounds.

Patient Care Pathway (only instructors of Pharmacy Technology courses)

- Applicant must possess and provide documentation of a valid, active, and current California State Board of Pharmacy license as a Pharmacy Technician to satisfy the requirements under California Business and Professions Code section 4202.

Patient Care Pathway (only instructors of Sports Medicine & Therapy courses)

- Applicant must possess and provide documentation of a Bachelor's degree and National Athletic Trainers Board of Certification (NATSBOC).
- Applicant must possess and provide documentation of a valid, active, and current American Heart Association for Basic Life Support card; successful candidates must secure an AHA instructor's card in order to train and certify students prior to work-based learning.
- Applicant must be able to lift at least 50 pounds.

Patient Care Pathway (only instructors of the Vocational Nursing Program)

- Applicant must possess and provide documentation of a current, unencumbered California Registered Nurse (RN) license.
- Applicants with BSN or MSN are desirable.
- Applicants must have a minimum of two years experience as a registered nurse or licensed vocational nurse within the last five years or
 - Licensed Vocational Nurse:
 1. Hold a current California active license as a Vocational Nurse; and
 2. Hold a baccalaureate degree from an approved school; or a valid teaching credential; or have completed a minimum of one year, full-time teaching experience in a state approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or met community college or state university teaching requirements in California; and
 3. Have a minimum of five years experience as a vocational nurse within the last seven years.
- Applicant must possess and provide documentation of a valid, active, and current American Heart Association for Basic Life Support card; successful candidates must secure an AHA instructor's card in order to train and certify students prior to work-based learning.
- Applicant must possess and provide documentation of intravenous therapy and blood withdrawal training in order to train and certify students.
- Applicant must be able to lift 50 pounds.
- *Note: Successful candidate must qualify for, apply, and be approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) before teaching assignment begins.*

Residential & Commercial Construction Pathway

- Applicant with Occupational Safety and Health Administration (OSHA) instructor certification from an official OSHA Training Institute (OTI) Education Center is desirable.
- Applicant must be able to lift at least 50 pounds.

Structural Repair and Refinishing Pathway

- Applicant must possess and provide documentation of a valid, active, and current Automotive Service Excellence (ASE) certification for G-1 Maintenance and Light Repair and A-6 Electrical/Electronic Systems.
- Applicant with other ASE certifications such as A-1 Engine Repair, A-2 Automatic Transmission/Transaxle, A-3 Manual Drive Train and Axles, A-4 Suspension and Steering, A-5 Brakes, A-7 Heating and Air Conditioning, A-8 Engine Performance, and/or L-1 Advanced Engine Performance is desirable.
- *Note: Successful candidate must attend 20 hours of recognized automotive industry technical update*

training each year and obtain other ASE certifications in order to teach for NATEF accredited training programs.

- Applicant must be able to lift at least 50 pounds

Systems Diagnostics, Service, & Repair Pathway

- Applicant must possess and provide documentation of a valid, active, and current Automotive Service Excellence (ASE) certification for G-1 Maintenance and Light Repair and A-6 Electrical/Electronic Systems.
- Applicant with other ASE certifications such as A-1 Engine Repair, A-2 Automatic Transmission/Transaxle, A-3 Manual Drive Train and Axles, A-4 Suspension and Steering, A-5 Brakes, A-7 Heating and Air Conditioning, A-8 Engine Performance, and/or L-1 Advanced Engine Performance is desirable.
- Applicant must be able to lift at least 50 pounds
- *Note: Successful candidate must attend 20 hours of recognized automotive industry technical update training each year and obtain other ASE certifications in order to teach for NATEF accredited training programs.*