

SANTA CRUZ COUNTY OFFICE OF EDUCATION

ROP INSTRUCTOR

DEFINITION

Under the direction of the ROP Director, perform the primary role of a leader of learning in the assigned position. The ROP courses are designed to develop the knowledge and skills of various occupations and their presentation to outside audiences as used in an employment setting.

SUPERVISION EXERCISED

May include supervision of students on site.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide group and individual instruction utilizing the most effective teaching strategies, activities, aides and equipment.

Manage classroom/lab in such a manner as to ensure an environment conducive to learning.

Evaluate student skill and job readiness competencies and maintain accurate student attendance records.

Complete and deliver written records and reports as required.

Provide leadership in developing and maintaining an active subject-field advisory committee.

Establish and maintain effective communication and cooperation with others, including site and County Office of Education personnel.

Conduct cooperative vocation methodology component of program within State requirements including coordination with job site supervisors.

Perform other job-related duties as required.

JOB RELATED AND DESIRED QUALIFICATIONS

Knowledge of:

Current practices in appropriate field as needed for employment in Santa Cruz County.

Skill and Ability to:

Organize instructional program and students effectively to accomplish defined objectives.

Design, monitor and evaluate individual student training plans.

Develop and organize instructional materials for the program.

Assist students in the learning process.

Communicate effectively with students, administration, community members, and industry personnel.

EDUCATION AND EXPERIENCE

Experience:

Experience in designing curriculum and working with high school students is highly preferred.

License or Certificate:

Must hold or be eligible for Designated Subjects Vocational Teaching Credential in the secondary/adult level in the vocational field of multi-media productions.

Education:

In order to be eligible for a Designated Subjects Vocational Teaching Credential, applicant must have at least five years of full time occupational experience, one year of which must be within the last three years to satisfy the recency requirement.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the following physical skills and work environment:

Sitting frequently on a daily basis; standing and walking short distances; lifting 50 lbs. maximum with frequent lifting and/or carrying objects weighing 10-25 lbs. Frequent use of hands, vision, hearing, speech/language processes. Physical strength and emotional stamina sufficient to organize and coordinate a variety of activities. Ability to use a variety of vocational education materials and supplies, telephone, computer, teaching aids, files, luggage cart, and automobile.

Assigned work is normally performed in both an office and a school site environment. Continuous contact is required with administrators, teachers, parents, employers, and local community agencies.