

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

**CAREER TECHNICAL EDUCATION (CTE) INSTRUCTOR,
HEALTH CAREERS**

General Purpose:

A Career Technical Education Instructor, Health Careers is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The instructor provides instruction to high school students to develop knowledge and skills in a specific career.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Prepares students for entry-level employment, advanced training or career advancement following adopted curriculum and CTE standards.
- Develops and implements lessons in person and online to teach skills required for students to master health career competencies such as: medical ethics, health care delivery systems and settings, human development and behavior, infection control, body mechanics, vital signs, first aid/CPR, basic nutrition, anatomy and physiology, and the aging process.
- Provides group and individual instruction using effective teaching strategies, instructional materials and equipment.
- Evaluates student competencies and maintains accurate student records.
- Creates an environment that supports learning utilizing appropriate classroom management strategies.
- Maintains classroom in a neat, safe, and secure condition.
- Develops training sites for students, places and supervises students, maintains relationships with training site supervisor, and adheres to contractual requirements of training site operators regarding background checks, immunizations, and placement policies and procedures.
- Assists with follow-up of students who complete programs.
- Submits, accurately and punctually, all required paperwork.
- Holds a minimum of one industry committee meeting annually.
- Submits a preliminary budget and monitors expenditures.
- Develops and maintains good communication with Placer County Office of Education (PCOE) staff, school district staff, business community, and collaborating agencies.
- Assists in recruitment of students and marketing of program.
- Attends all required meetings.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A High School diploma or equivalent is required.
- A Bachelor's degree is preferred.

Experience:

- Verify three years of work experience directly related to each subject named on the credential. One year shall equal a minimum of 1,000 clock hours and the experience may be either full or part time, or paid or unpaid. Forty-eight (48) semester units of postsecondary vocational training may be substituted, related to the subject to be named on the credential and verified by official transcript, for a maximum of two of the three years of work experience. This substitution may be made on a pro rate basis up to the two-year maximum.
- At least one year of the required work experience must be within the five years or two years within the last ten years immediately preceding the issuance of the preliminary credential. However, for the purpose of meeting the recency requirement, any of the following, or a combination of the following may be cumulated to total 1,000 clock hours:
 - work experience
 - college-level related course work
 - non-college related course work
 - occupational internship
 - vocational teaching experience

Knowledge, Skills and Abilities:

- Knowledge of career and specific jobs within the health industry.
- Knowledge of current teaching strategies and learning modalities.
- Knowledge of educational technology and its classroom applications.
- Knowledge of online learning best practices, learning management systems, and development and delivery of online lesson plans.
- Ability to organize environment and instruction to facilitate learning.
- Ability to write lesson plans for individual and group instruction.
- Ability to use diverse teaching strategies to meet students' learning styles.
- Ability to develop local partnerships with businesses for students' on-the-job, non-paid experience if appropriate.
- Ability to follow policies and procedures, including maintaining student and other required records.
- Ability to use computer office applications such as Outlook, Word, Excel, and PowerPoint.

Required Testing:

- CBEST or passing score on the PCOE Proficiency Exam.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid First Aid and CPR certificate.
- Certified Medical Assistant (CMA) certificate, Licensed Vocational Nurse (LVN), Registered Nurse (RN), or comparable license preferred.
- Possession of or eligible for a valid California Designated Subjects Career Technical Education Teaching Credential with specialization in the appropriate subject area for teaching assignment. Instructor is responsible for maintaining proper and correct credential.
- Authorization to teach English Language Learners or the ability to obtain an emergency permit or waiver.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education and experience

Reviewed and Approved:

Supervisor:  _____

Date: 3-14-18

Human Resources:  _____

Date: 3/15/18