

JOB DESCRIPTION

January 2024

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

TEACHER, STUDENT SERVICES CAREER TECHNICAL EDUCATION

General Purpose:

A Teacher, Student Services - Career Technical Education (CTE) is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). A Teacher, Student Services - CTE is part of a professional learning team that provides high quality instruction and support to Placer County students.

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

- Assesses student learning on a regular basis and modifies instruction to meet student academic needs.
- Assists students in tracking progress toward educational and work-related goals. Participates in school/program placement procedures for students.
- Attends all required meetings, including a minimum of one advisory committee meeting annually.
- Clearly presents learning outcomes and successful models of achievement to students.
- Adapts instructional strategies based on awareness of the effectiveness of each strategy with each group of students.
- Collaborates with a variety of individuals and agencies as it relates to student support.
- Works closely with partner schools to coordinate instructional programs to assure the smooth transition of students between programs.
- Develops and monitors the completion of goals and objectives for students enrolled in the program.
- Differentiates instruction for students, while closing the gap between student performance and grade level standards.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators and groups.
- Involves students in monitoring their own progress, provides multiple opportunities for students to demonstrate proficiency and assigns subject and course grades consistent with research-based practices that accelerate student learning.
- Maintains attendance records, pupil assessment records, report cards, transcripts, and other reports as required.
- Maintains personal contact between school and other professional persons concerned with the students' welfare.
- Motivates students, including student rapport using a variety of instructional strategies.
- Implements Positive Behavior Intervention and Support to maintain a structured, positive learning environment.
- Participates as part of a high performing collaborative team using student achievement data to improve student performance.

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- Participates in lesson studies with other teachers.
- Participates in professional development and collaborative planning to increase instructional skills and improve overall program quality.
- Prepares and delivers standards-based lessons in a multi-grade level setting.
- Utilizes technology as an instructional tool to motivate learning and close achievement gaps.

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:

- High School diploma or equivalent is required.

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.
<http://www.ctc.ca.gov/credentials/leaflets/cl888.pdf>

Knowledge, Skills and Abilities:

- Knowledge of career and specific jobs within the appropriate Industry Sector subject area.
- Knowledge of computer applications and computer programming.
- Knowledge of effective instructional practice including strategies for active student engagement, differentiating instruction and formative student-involved assessment.
- Knowledge of Professional Learning Communities and Response to Intervention philosophies and practices.
- Skills and ability to analyze student assessment data, evaluate student needs; provide targeted instruction to meet student needs.
- Skills and ability to conceptualize new ideas and approaches, and integrate them into a coherent program.
- Skills and ability to coordinate educational program with the Department of Health and Human Services and Probation.
- Skills and ability to establish and maintain cooperative and professional working relationships with individuals, groups, and public and private agency personnel.
- Skills and ability to establish and maintain trusting relationships with students.
- Skills and ability to motivate, challenge and guide others in the improvement of educational programs and student services.
- Ability to organize environment and instruction to facilitate learning.
- Ability to use and operate technical equipment used in lesson presentations.
- Ability to use diverse teaching strategies to meet students' learning styles, abilities and interests.

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- Ability to write lesson plans for individual and group instruction.

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 or have the ability to obtain a California Designated Subjects Career Technical Education teaching credential in the appropriate Industry sector.
- Must possess or have the ability to obtain an English Learner Authorization.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with students, 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 forextended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies andother 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.

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FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education and experience

Reviewed and Approved:

Supervisor: *Susan J Connolly*
Colleen Letting

Date: 1/18/2024

Human Resources: _____

Date: 1/19/2024