

JOB DESCRIPTION
June 2017

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. Teaches high school students to develop knowledge and skills in Information Communication Technology and career exploration.

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.
- Participates in lesson studies with other teachers.
- Participates in professional development and collaborative planning to increase instructional skills and improve overall program quality.

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- 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 Information Technology 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.
- 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.

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- Possession of or eligible for a valid California Designated Subjects Career Technical Education Teaching Credential in the Industry Sector of Information and Communication Technology or a Clear Single Subject Credential in Business.
- Authorization to teach English Language Learners.

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 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: 6-14-17

Human Resources:  _____ Date: 6/14/17