



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
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Telephone (209) 468-4800

Job Description

POSITION TITLE: *Business and Office Careers Vocational Instructor* #1005
Regional Occupational Center/Programs

SALARY PLACEMENT: Vocational Teacher Salary Schedule/Full Time
Vocational Teacher Hourly Salary Schedule/Part Time

MINIMUM QUALIFICATIONS-EDUCATION AND/OR TRAINING:

Possess or qualify for a California Designated Subject Vocational Teaching Credential authorizing instruction in Business and Office Careers.

To qualify for a vocational credential, the minimum requirement is verification by previous employers of five years of full-time, paid or non-paid, work experience directly related to each subject to be named on the credential. Forty-eight semester units or the equivalent, or post-secondary vocational training related to the subject named on the credential and verified by official transcript may be substituted for a maximum of two of the five years of experience. One year of the required experience shall be within the three years immediately preceding the issuance of the credential.

DESIRABLE QUALIFICATIONS-EDUCATION AND/OR TRAINING:

Education or training in job seeking and communication skills.

DESIRABLE EXPERIENCE:

Experience or training working with youth and adults as a volunteer or in paid situations. It would be helpful to have experience in developing contacts with employers and providing leadership for committees and projects.

CREENTIALS AND/OR SKILLS AND ABILITIES:

Possession of a valid California Designated Subjects Teaching Credential. Employees in this class are required to have special expertise applicable to the educational program(s) assigned. Knowledge of: office procedures, computerized instruction, appropriate teaching strategies, classroom management, and assessment techniques.

Ability to: follow instructions and work independently without constant supervision; analyze instructional situations and develop an effective course of action to achieve maximum learning by the student(s); speak and write effectively; work effectively with public and private agencies in developing training sites and training site plans; ability and skill to supervise students in community classroom; operate audio-visual and other instructional equipment; and develop and manage a program budget. Demonstrate proficiency in teaching skills related to Business and Office Careers; and teach job seeking skills including resume writing and interviewing techniques.

Business and Office Careers Vocational Instructor

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SUMMARY OF POSITION:

Under direction of the Director of the Regional Occupational Program, the instructor is responsible for instruction and training in technology and customer service skills that will prepare the student for entry level employment in hospitality and tourism industry. The instructor will be responsible for developing student skills, knowledge and attitudes commensurate to the goals of the program and effectively using materials and equipment to meet goals. Performs other work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Utilizes a variety of effective and professional teaching techniques and methods, which assist student(s) in attaining the performance objectives of the course.
2. Annually prepares and submits a course of study including program objectives, student performance objectives and daily lesson plans.
3. Annually prepares and submits a program budget and be responsible for making requests for materials and supplies not to exceed the amount and types of expenditures set forth in the program's approved budget.
4. Develops "in the community" training sites for students including a contractual agreement between the community agency and the Regional Occupational Programs and a statement of the student performance objectives to be achieved while at the training site.
5. Provides immediate supervision to all students while they are at community training sites.
6. Submits a report at the completion or termination of a student's training of the total number of hours of training the student received and the related skills achieved.
7. Assists in student placement activities.
8. Submits all forms and information needed for attendance accounting and grade reporting.
9. Establishes an advisory committee which will include representatives from related business, industry, labor, professional organizations and other public and/or private agencies providing the same or related training and holds a minimum of one meeting during each school year.
10. Attends staff meetings and other meetings as required by the director.
11. Performs other related duties as requested by the director.
12. Observes the administrative policies for credentialed personnel as set forth by the guiding administrator.
13. Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate stand office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech a normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in the position will be required to work in indoor and outdoor environments and come in direct contact with SJCOE staff, district staff and the public.