



Job Description

POSITION TITLE:	ROP Instructor Logistics and Warehousing Instructor Regional Occupational Center/Programs	#1088
SALARY PLACEMENT:	Vocational and ROC/P Salary Schedule	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess or be eligible to apply for a California Career Technical Education (CTE) Teaching Credential in Transportation or Designated Subjects Vocational Education Teaching Credential in Logistics or Warehousing. To qualify for a CTE credential, the minimum requirement is verification of three years of full-time (part-time may be cumulated to equal full-time), paid or non-paid, work experience directly related to each subject to be named on the credential. Forty-eight semester units of post-secondary vocational training related to the industry sector named on the credential and verified by official transcript may be substituted for a maximum of two of the three years of experience. One year of the required experience shall be within the last five years or two years within the last ten years immediately preceding the issuance of the credential. A single subject credential in Industrial Arts or Industrial and Technology Education will also suffice.

DESIRABLE QUALIFICATIONS-EDUCATION, TRAINING AND/OR EXPERIENCE:

Education or training in job seeking and communication skills. Knowledge and experience in the industry of Logistics and Warehousing. Experience or training working with youth and adults as a volunteer or in paid situations, and in career counseling or mentoring. Experience in developing contacts with employers and providing leadership of committees and projects.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Employees in this class are required to have a special expertise application to the education program(s) assigned. Specific knowledge of: infrastructure required for the distribution and logistics of material and product. Knowledge of instruction, appropriate teaching strategies, classroom management, and assessment techniques. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

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; and, to develop and manage a program budget. Demonstrate proficiency in teaching skills related to Logistics and Warehousing.

SUMMARY OF POSITION:

Under the direction of the Director of Career Technical Education, the instructor is responsible for instruction and training that will prepare the student for entry level employment. Knowledge and experience in the industry of Logistics and Warehousing careers. The instructor will be responsible for developing student skills, knowledge and attitudes commensurate with the goals of the program and effectively using materials and equipment to meet goals.

ESSENTIAL FUNCTIONS:

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

1. Utilize a variety of effective and professional teaching techniques and methods, which assist student(s) in attaining the performance objectives of the course.

2. Annually prepare and submit a course of study including program objectives, student performance objectives and daily lesson plans.
3. Annually prepare and submit 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. Develop appropriate "in the community" training sites for students including a contractual agreement between the community agency and the San Joaquin County Office of Education and a statement of the student performance objectives to be achieved while at the training site.
5. Provide immediate supervision to all students while they are at community training sites.
6. At the completion or termination of a student's training, submit a report of the total number of hours of training the student received and the related skills achieved.
7. Assist in student placement activities.
8. Accurately and punctually submit to the director all forms and information needed for attendance accounting and grade reporting.
9. Establish 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 hold a minimum of one meeting during each school year.
10. Attend staff meetings and other meetings as required by the director.
11. Ability to travel locally (mileage reimbursable).
12. Meet timelines for reports.
13. Perform other related duties as requested by the director.

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.

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