



SJCOE
EDUCATE · INNOVATE · INSPIRE

Job Description

POSITION TITLE: New Energy Academy Instructor #1019
Regional Occupational Centers and Programs
County Operated Schools and Programs

SALARY PLACEMENT: ROC/P Salary Schedule

MINIMUM QUALIFICATIONS – EDUCATION AND/OR TRAINING:

Possess a valid California Multiple Subject/Single Subject or a Career Technical Education (Designated Subject) credential

DESIRABLE QUALIFICATIONS—EDUCATION AND/OR TRAINING:

Three years experience in the building trades or the energy and utilities Industry Sector. Education or training in job seeking and communication skills.

MINIMUM EXPERIENCE:

Classroom teaching experience.

DESIRABLE EXPERIENCE:

Experience in project based and hands on learning. Possess the ability to incorporate a STEM (Science Technology Engineering Math) approach. Have the ability to work effectively with a teaching team to integrate lessons/concepts across content areas.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

The New Energy Academy teaching position requires an energetic and passionate individual interested in sustainability and renewable energy. Students who graduate from this program will be equally well-prepared for further education or for any number of careers in this growing field.

The program emphasizes creativity, innovation, invention, and the intersection of science and art. Field trips, mentorships, and partnerships with businesses and higher educational institutions are an integral part of students' experiences. Content will include energy science, energy sources, generation and conservation, climate change, energy policy etc. Students have access to rich resources, including hands-on science and renewable energy kits, wood and metal shops, rapid prototyping equipment, robotics, CAD/CAM, and much more.

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 instructional technology tools and other instructional equipment; and to develop and manage a program budget. Demonstrate proficiency in teaching skills related to the building trades or the energy and utilities Industry Sector. 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.

SUMMARY OF POSITION:

Under the direction of the Administration/Leadership team, the instructor is responsible for instruction and training that will prepare the student to enter a Career Pathway and/or continue a Post-Secondary education. The instructor will be responsible for developing student skills, knowledge and attitudes commensurate with to 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:

1. Define weekly work assignments and priorities for students and oversee the monitoring of students' time on projects.
2. Support the leadership development and counseling goals of the program through appropriate site activities and processes.
3. Enforce safety procedures.
4. Participate in community service projects.
5. Utilize a variety of effective and professional teaching techniques and methods, which assist student(s) in attaining the performance objectives of the course.
6. Annually prepare and submit a course of study including program objectives, student performance objectives and daily lesson plans.
7. Annually prepare and submit a program budget and is 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.
8. Submit 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.
9. Assist in student placement activities.
10. Submit all forms and information needed for attendance accounting and grade reporting.
11. 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.
12. Attend staff meetings and other meetings as required by the Director.
13. Observe the administrative policies for credentialed personnel as set forth by the guiding administrator.
14. Instruct students in resume writing and interview techniques.
15. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in the position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard 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 at 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.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and outdoors, and come in direct contact with SJCOE staff, district staff and the public.