

Rocklin Unified School District

JOB TITLE: Vocational Education Teacher

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

The Vocational Education Teacher works under the immediate supervision and direction of the Principal. The teacher will plan, implement, and evaluate the activities to teach job entry skills in related areas of vocational education which may include computers, word processing, job seeking skills, self-worth, electronics, accounting, home economics, commercial art, graphic design, automotive, industrial technology, Regional Occupational Program, and other vocational education classes.

SUPERVISOR: Principal

TYPICAL DUTIES:

- Provide a learning environment that allows for individual differences and respect for the dignity and worth of each student.
- Establish and maintain standards of student behavior needed to provide an orderly, safe and productive learning environment.
- Establish standards of student performance which can be quantitatively and qualitatively evaluated.
- Instruct students in safe use and care of equipment.
- Make or request repairs of equipment as required; supervise and maintain storage center and use of district-owned materials and equipment.
- Select and requisition books, instructional aids, equipment, tools, and materials and maintain required inventory records.
- Develop goals and prepare and implement specific objectives for class according to Board Policies and Administrative Regulations. Goals are to be consistent with the philosophy of goals for the district.
- Participate in the development and implementation of district and school curriculum.
- Attend district workshops and college classes to keep up-to-date on changing methods and procedures.
- Maintain contact with the business and industrial community making students aware of current job availability.
- Attend required meetings.
- Identify student needs and cooperate with other professional staff members in assessing and helping

students solve health, attitude, and learning problems.

Communicate with students and parents on the educational and social progress of the student; interpret the school program to parents and students.

Adhere to the California Education Code, Title V, and carry out Board Policies and Administrative Procedures.

Abide by professional ethics standards established by Board Policy.

Plan and coordinate the work of teacher aides, teacher assistants, and para professionals.

Maintain punctuality for all prescribed functions.

Prepare required forms, maintain accurate pupil records, attendance records, and cumulative student progress and achievement records and reports.

Assume the responsibility for the safety and welfare of students whenever a danger is observed on or about the campus.

Be responsible for immediate interior and exterior supervision during passing periods, recess, before and after school.

Be accountable for supervision as assigned by the principal/designee.

Actively participate in extra curricular activities.

Supervise pupils in extra curricular activities as designated by the administrator.

Share in sponsorship of student activities.

Participate cooperatively in the development of the school and grade level budgets.

EMPLOYMENT STANDARDS:

Bachelor's Degree with a valid California Teaching Credential authorizing service in the assigned grade and subject area.

DESIRABLE QUALIFICATIONS:

Knowledge of job entry skills related to vocational education; knowledge of current trends in business and industry and skills needed for employment.

GOALS OF EFFECTIVE PERFORMANCE:

To participate in the planning, implementing and evaluating of the best possible educational program for children in consideration of the needs of the students.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category II

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

Adoption Date: November 4, 1992