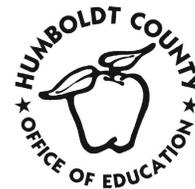


HUMBOLDT COUNTY OFFICE OF EDUCATION
CERTIFICATED JOB DESCRIPTION

HROP TEACHER



Garry T. Eagles, Ph.D.
Superintendent

General Description

The HROP Teacher shall report directly to the designated program administrator and assume responsibility for providing skill training to high school and adult students in a particular field of expertise as set forth in the course curriculum. The HROP Teacher is responsible for carrying out a vocational program that includes content area as well as career awareness and facilitates the employment of students and increases their employment opportunities by serving as an active liaison between employers and the classroom.

Minimum Qualifications

1. Possess and maintain a valid California Vocational credential allowing instruction in the assigned program.
2. Demonstrate competence in communicating effectively with students and adults, staff members and representatives of other agencies.
3. Possess specialized skills, experience and training as well as be able to model the professional characteristics considered appropriate to the designated career field.
4. Demonstrate knowledge of an experience with various community resources associated with the career field.

Duties and Responsibilities

1. Develops and instructs a competency-based program which, when feasible, accommodates an open entry/open exit delivery, as adopted by the Board of Education and the State Department of Education Vocational Educational Unit.
2. Instructs students in appropriate job-seeking and retention skills.
3. Designs and implements relevant curriculum utilizing input from advisory committee.
4. Serves as liaison with business and industry and actively places and supervises students in full- or part-time positions of either a community classroom or cooperative education nature and provides related instruction as required.
5. Assists in regular program promotion and with development of promotional materials for enhanced community-wide awareness.

6. Provides instruction that is appropriately paced and directed to specific occupational skills while accounting for individual differences in ability, motivation and learning rates.
7. Establishes and maintains a suitable learning environment that promotes student growth and skill mastery and assures student safety.
8. Designs, implements, monitors and reviews as needed appropriate training plans for students and records skill attainment accurately and timely.
9. Guides students in making career-related decisions.
10. Establishes and maintains comprehensive student/program files as required, including follow-up survey information and placement records.
11. Supports the policies and programs of the Humboldt County Office of Education and performs assigned duties consistent with school, district or office policies, regulations and procedures.
12. Maintains professional competency by actively engaging in employer directed inservice activities and other similar opportunities provided to staff.
13. Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence.
14. Effectively communicates with staff, parents and agencies.
15. Attends regular and special staff meetings and actively participates as a member of the educational team.
16. Organizes/conducts required program advisory committee meetings.
17. Responds effectively to the input from and coordinates tasks with district/school personnel as required by assignment.
18. Performs other related duties.

Special note regarding the physical demands of teaching: There is some degree of physical ability and exertion required of all teaching positions. Over time, the physical demands of any position are subject to change. Depending upon the particular assignment, teachers could be expected to:

1. Stand, sit and/or move about for sustained periods.
2. Move about in non-traditional instructional environments; i.e., areas of the community.

3. Report to multiple worksites in a given day or during the work week.
4. Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.
5. Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.
6. Conduct instructional programs within pre-designated break periods and time schedules.
7. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the teacher to control at the time.

The Humboldt County Office of Education is committed to the principles of equal employment opportunity. Consistent with that philosophy is the receptivity to consider requests to modify the traditional modes of delivering instructional services to reasonably accommodate an individual's disabilities as long as the quality of the program offered remains consistent with the standards established by the office.

For further information concerning the specific requirements of any particular assignment, please contact the Personnel Office.

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