

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER –CAREER TECHNICAL EDUCATION (CTE) - COMPUTER APPLICATIONS

General Description

Under the direct supervision of the Director/Principal-Alternative Education, the instructor provides for all aspects of effective student instruction in the areas of computer software application. This may include MS Office, Photoshop and other business and industry applications. The instructor is responsible for curriculum updating and development; grading and attendance reporting; development of an ongoing industry advisory committee, all aspects of student supervision and other duties as assigned.

Certification and Education

Must qualify for a Career Technical Education Teaching Credential authorizing teaching in the subject area.

Knowledge, Abilities and Experience

Must demonstrate knowledge, experience and skill in teaching students in need of vocational education: knowledge of and ability to implement the intent of federal and state mandates for vocational education; and ability to communicate successfully with students, parents and staff.

Duties and Responsibilities

ESSENTIAL DUTIES:

Stays up-to-date with current practices in preparing students to work in the area of Computer Software Applications; makes certain that the curriculum is kept updated to reflect current industry trends; trains students for entry-level positions following the approved curriculum; teaches the skills necessary for job readiness, including how to prepare resumes and how to interview for employment; works with students to assist them to develop work ethics; maintains minimum enrollments in his/her assigned program determined by the Director/Principal; performs evaluation of students based on skill proficiencies that directly align with the current curriculum; assigns grades and competencies that reflect the level of readiness achieved by students; keeps accurate records of students' attendance; at least once a year arranges to meet with advisory committee members to evaluate the program standing; performs other related duties as assigned.

Working Conditions

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

Physical Demands

Incumbents stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

Environment

Duties are performed in a specialized classroom environment.

Approved: Anisha Munshi 9/4/19
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services

Revised: 2/8/11, 6/14/11 Updated Working Conditions and Physical Demands
6/26/15 Supervision changed from Director-ROP to Director-AED
8/20/18 Updated Certification and Education
9/4/19 ROP changed to CTE