

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: RESOURCE TEACHER - CAREER TECHNICAL EDUCATION

#### **General Description**

Under the direct supervision of the Director I-Career Technical Education or Director II-Regional Occupational Program, provides support to the Alternative Education Department (AED) and Regional Occupational Program (ROP) teachers in the districts served by the Santa Clara County Office of Education; works on special projects, such as providing integration of project-based learning modules into core academic classes; coordinates team teaching between core academic teachers and Career Technical Education (CTE) teachers; creates multi-disciplinary projects themed for AED sites; provides workshops for AED instructors on integration of academic and CTE project-based learning units; integrates CTE and technology into core academic classes culminating in team teaching tools, and the development of business partners, advisory meetings, use of program assessment tools, and the development of apprenticeship programs and course certifications, and performs other related duties as assigned.

#### **Certification and Education**

Must hold or apply for a general, standard or Ryan credential authorizing teaching in the subject area. A Bachelors degree is preferred, but not required. A single subject teaching credential in an appropriate area may also be acceptable.

#### **Knowledge, Abilities and Experience**

Demonstrates knowledge, experience and skill in teaching students in need of Career Technical Education; demonstrates knowledge of and ability to implement the intent of federal and state mandates for Career Technical Education; ability to communicate successfully with parents and staff; ability to communicate clearly, accurately and logically in oral and written form; ability to write with precision in grammar, spelling, punctuation, and document construction; ability to work effectively with individuals and groups from diverse backgrounds and agencies; demonstrates skill in assembling data, preparing reports, monitoring current trends and practices in Career Technical Education programs; ability to work with teachers, administrators, community members and office staff, and use current Microsoft Office computer applications for special projects.

#### **Duties and Responsibilities**

##### **ESSENTIAL DUTIES:**

Establishes and maintains positive and effective working relationships and makes self-directed decisions; develops curriculum and implements hands-on activities; integrates technology in curriculum; works with extra-curricular activities, to add value to school sites; promotes programs and career fairs; tracks budget, coordinates field trips, and job readiness.

##### **OTHER RELATED DUTIES:**

Meets with advisory committee members to evaluate the program standing; designs, develops, implements, coordinates and evaluates special projects; prepares, or assists to prepare proposals for funding; assists with curriculum development to improve existing programs and to develop new programs; serves as a resource for teachers and lead teachers; serves to assist in the implementation of activities for CTE awareness for middle school and high school students, coordinates and attends CTE activities and functions; attends community outreach meetings and other meetings as required; develops professional competence through active participation in professional growth seminars; assumes other matters and responsibilities as assigned.

**Working Conditions**

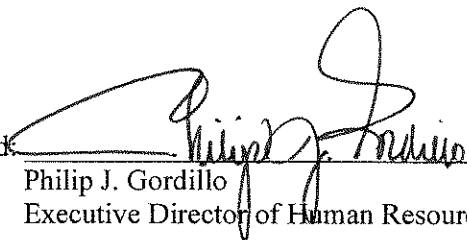
Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions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

**Physical Demands**

Incumbents regularly 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:  \_\_\_\_\_ 7/31/2012  
Philip J. Gordillo Date  
Executive Director of Human Resources

Approved: 9/88 for NCROP Resource Teacher  
Updated 2005 NCROP Resource Teacher  
Updated 11/09 ASD Resource Teacher  
Updated 12/09 Teacher, Continuing Technical Education  
Revised 2/8/11, 6/13/2011 (Updated Working Conditions and Physical Demands)