

IMPERIAL UNIFIED SCHOOL DISTRICT
Regional Occupational Program
Part-time Instructional Staff

DEFINITION:

Instructors are professional people, and as such, have obligations which cannot be adequately expressed in any list of routine duties. Every classroom instructor answers primarily to the imperative needs of his/her students and should be sensitive to creative possibilities inherent in the development of new teaching materials or the exploration of new methods.

However, in order to achieve efficient results in an organization, it is necessary to observe some patterns of relationship and to meet certain deadlines for reports and records. An instructor will look to his/her site supervisor for immediate direction in such matters and then to the Superintendent. As required, he/she will cooperate with other members of the administrative and guidance staffs. An instructor in an IVROP class shall also be under the supervision of the IVROP Superintendent for the following:

Duties and Responsibilities:

A. Instructional

1. Teach courses assigned to him/her devoting to this primary task his/her best professional effort by providing vocational instruction that is realistic in terms of current and future job specifications.
2. Prepare and keep current and adequate "Competency Based Curriculum Outline" complete with performance objectives for each course in the file of the IVROP office.
3. Keep an on-going record of lesson plans and placement for each class in case of illness or emergency.
4. Subject to the availability of resources, apply a wide variety of instructional techniques and instruction media applicable to individuals or groups of pupils of varying capabilities identified by valid analysis. Emphasize hands-on learning experiences.
5. Provide for continuous evaluation of pupil progress consistent with teacher and district established instructional objectives, goals, and policies. Evaluate pupil's vocational and citizenship growth, keep appropriate records and prepare progress reports.
6. Be responsible for turning in to the IVROP office a completed admission form and parent permission/emergency medical form for every student enrolled in his/her class. Maintain accurate records as may be required by law, district policy and administrative regulations.
7. Assist in the selection of equipment and other instructional materials.
8. Communicate with parents and school counselors regarding the individual pupil's progress.
9. Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve personal attitude and learning problems.

10. Maintain immediate and direct supervision of students at all times while he/she is in charge of a class, laboratory, shop, field trip, or authorized out-of-class activity in conformance with state law and district regulations.
11. Encourage students to make maximum use of local educational resources.
12. Maintain daily attendance records of all students under his/her direction and make weekly attendance reports to the IVROP office following the prescribed attendance policy.
13. Monitor student on-the-job performance with timesheet on a weekly basis.
14. Provide leadership development and training opportunities to students through youth organizations.
15. Provide instructional plans as applicable for substitute teachers which provide for meaningful training activities for students.
16. Instructors who teach an IVROP course are to remain with their classes on special scheduled days, unless otherwise notified by their school site administrator.
17. Instruction will begin when the first students arrive at the training site and will end when the last students leave class to return to home schools.

B. Control and Environment

1. Assist pupils in setting and maintaining standards and following acceptable rules for behavior.
2. Be responsible for the cleanliness of his/her room and provide an instructional environment that is conducive to learning. The school site administrator and IVROP administration should be notified if problems exist.
3. Take necessary precautions to protect pupils, equipment, materials, and school plant.
4. Remain in the classroom with students during class time, unless a substitute is present, or unless authorized by the site administration and/or IVROP administration to deviate from this policy.
5. Maintain an orderly and well supervised classroom. Use courtesy and good judgement in contacts with students, co-workers and members of the community.
6. Show concern for students' welfare and safety. Show concern for personal cleanliness, grooming and appropriate attire.
7. Insure comfortable working environment through control of heating, lighting and ventilation

as possible.

C. Additional Duties and Responsibilities

1. Utilize non-student contact time for lesson planning, evaluation of pupils, conferencing, industry contacts, and student placement.
2. Attend all IVROP staff meetings, vocational education advisory committee meetings, teacher subject matter area meetings, and professional growth inservices.
3. Assist in placement of students, IVROP is an equal opportunity institution. As such, IVROP sends employers their best applicants for a position regardless of race, sex, or physical handicap.
4. Attend inservice education meetings, professional meetings, and/or college courses as required to keep current and abreast of new developments within his/her subject matter area.
5. Maintain an active advisory committee. Hold a minimum of two advisory meetings a year with representatives from related industrial areas and provide documentation of meetings.
6. Develop a proposed budget for the class taught following the guidelines set forth by employing district.
7. Maintain accurate records of all IVROP materials. Keep up-to-date inventory of all IVROP and district property assigned to him/her.
8. Read and understand the IVROP teachers handbook and the district handbook of teaching on campus. The handbooks are a guide to help you, the teacher, follow policies in effect in both the IVROP and the districts. If there are questions regarding the handbook, please contact the high school principal, ROP school site administrator or the IVROP office.
9. Instructor shall attend district back-to-school and public school night functions when requested to do so by supervising school site administrator.

APPROVED: 3/09/95