

**CLASS SPECIFICATIONS FOR THE
RESOURCE TEACHER, VOCATIONAL EDUCATION (CAREER EDUCATION)**

DEFINITION

Under direction of the Director, Vocational Education (Career Education), the resource teacher will work with students, classroom teachers and principals, paraprofessionals, other specialists, and parents in designing, implementing, and evaluating the district's vocational education program.

QUALIFICATIONS

Credential: Possession of a standard teaching credential with specialization in secondary education, or credential of equivalent authorization, issued by the California Commission for Teacher Preparation and Licensing, is required.

and

Education: A bachelor's degree preferably in agriculture, business education, industrial education or home economics from an approved institution is required.

and

Experience: A minimum of three years of highly successful certificated experience in public or private secondary schools in a vocational subject area. Additionally, he/she shall meet all requirements of the "*California State Plan for Vocational Education*," including not less than two years of work experience other than teaching. Must have excellent knowledge of particular subject matter area. Must have demonstrated leadership, creative ability and organizational skills. Must be able to related well with other teachers.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Informs and advises the Director of Vocational Education (Career Education), and other appropriate administrators on vocational education program development.
- ___ 2. Assists in curriculum development activities and coordination related to vocational education.
- ___ 3. Communicates with pupils, parents, and staff regarding vocational education.
- ___ 4. Assists in scheduling and coordinating in-service education workshops for vocational education students.
- ___ 5. Assists teachers in developing effective teaching techniques and efficient classroom management.
- ___ 6. Encourages their attendance at demonstrations, workshops, and professional conferences.
- ___ 7. Serves as a resource person to teachers by preparing and sending out lesson packets and displaying them.
- ___ 8. Assists in vocational education (career education) public relations and promotion in the community through organization meetings, speeches, news media, etc.
- ___ 9. Supports and promotes vocational education youth activities.
- ___ 10. Assists in developing vocational education programs for disadvantaged persons and persons with handicaps.

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TYPICAL DUTIES AND RESPONSIBILITIES (continued)

- ___ 11. Assists in developing Regional Occupational Programs.
- ___ 12. Is a member of the vocational education steering committee and advisory committees.
- ___ 13. Performs other duties as assigned by the Director, Vocational Education (Career Education).

WORK SCHEDULE AND SALARY

A Resource Specialist serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to his/her training and experience.

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