

**CLASS SPECIFICATIONS FOR THE
TEACHER, VOCATIONAL CENTER**

DEFINITION

Under direction, to establish and operate a Vocational Center; to work with students, parents, business establishments, community agencies, as well as district administrators, teachers, and classified personnel in conducting center activities; to teach courses in the area of vocational exploration; and to monitor and report on the effectiveness of the project.

QUALIFICATIONS

Credential: Possession of a standard secondary teaching credential or equivalent as issued by the Commission for Teacher Preparation and Licensing of the State of California.

and

Education: A bachelor's or high degree. Completion of course work in the area of counseling and guidance is highly desirable.

and

Experience: Two years of teaching experience; two years of vocational experience other than teaching; experience in working with disadvantaged students.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Is responsible for the establishment, operation, management, and monitoring of activities and staff of the Vocational Center.
- ___ 2. Arranges for and assists in the identification and testing of the target population of the project.
- ___ 3. Selects, procures, and organizes project equipment as well as needed vocational and academic materials.
- ___ 4. Consults with and provides assistance to teachers in the regular vocational program involved with the project target population.
- ___ 5. Develops and implements procedures relative to the orientation, training, and task assignment of project staff members.
- ___ 6. Teaches courses in the area of vocational exploration.
- ___ 7. Develops and implements tutorial lessons according to the needs of individuals and small groups.
- ___ 8. Assesses the personal, vocational, and academic needs of the target population.
- ___ 9. Develops and supervises job placement activities.
- ___ 10. Establishes a program of parent involvement and home visitation.
- ___ 11. Develops and implements in-service workshops for teachers, parents, project staff, and others who have responsibility for providing for the vocational needs of disadvantaged students.

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TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- _____ 12. Develops and coordinates procedures relative to testing and programming project students in vocational and academic areas.
- _____ 13. Develops and implements procedures for the involvement of parents and the community.
- _____ 14. Disseminates information to the community regarding project activities and student needs.
- _____ 15. Develops and maintains required records; prepares reports on project activities.
- _____ 16. Assist in the evaluation of the project.

WORK SCHEDULE AND SALARY

The Teacher, Vocational Center, is assigned to the teachers' salary schedule and may be required to work additional days during vacation periods for which extra per diem is granted at the employee's regular daily rate.

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