

I SUPERVISION

To optimize higher student achievement, the East San Gabriel Valley Regional Occupational Program and Technical Center believes in the importance of a strong supportive leadership team. The next few pages provide the job descriptions of Instructional Supervisors, Assistant Instructional Supervisors, and Instructor (Instructional Coordinator) to refer to when questions arise concerning the best resource available for specific questions or needs. While each team member has an outline of duties and responsibilities, everyone is responsible for student success.

A INSTRUCTIONAL SUPERVISOR

DEFINITION

Under the general direction of the Superintendent and/or their designee, plan, organize and supervise the instructional/curricular program within a portion of the district. This is an administrative position.

ESSENTIAL DUTIES

Provide supervision, professional development and technical assistance for instructional staff; evaluate assigned instructional staff; act as administrative liaison between ROP/TC and appropriate school district personnel; develop and/or revise standards-based integrated contextual curriculum; measure and evaluate performance assessment criteria; implement instructional environments using diverse instructional strategies; assist instructional staff in the implementation of specific goals included in the district's action plan; provide assistance to instructors in the integration of state and national curriculum standards into lesson plans; plan and present staff development activities; assist assigned instructional staff in the development of personal staff objectives;

OTHER RELATED DUTIES

Administration of the Community Day School Program (CDS); supervise semester schedule development and assist with program publicity; assist in the preparation of educational research and data analysis;

EMPLOYEE STANDARDS

Training and Experience:

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein. Baccalaureate degree is preferential. An example is:

- ? Minimum of three years teaching experience with at least three years of increasing management responsibility and a baccalaureate degree or equivalent.

Knowledge of:

- ? Current state and national legislation affecting K-12 and career vocational education.
- ? Ability to identify and implement state and national academic, industry and career performance standards.
- ? Curriculum construction and content, educational philosophies, methods and practices.
- ? Course approval processes.
- ? Technology as it relates to instruction and equipment procurement.
- ? Principles of modern organization, management, and supervision methods and techniques.

Ability to:

- ? Inspire and motivate others.
- ? Lead ambitious and cohesive leadership groups.
- ? Assimilate and evaluate data in order to prepare clear, comprehensive reports and make sound recommendations based on the reports.
- ? Establish and maintain cooperative and effective working relationships.

Special Requirements:

Office environment; subject to driving a vehicle to conduct work; Licenses and other requirements: A valid California Driver's license is required with proof of insurance.

PHYSICAL DEMANDS

Employees in this classification sit, repetitively use fingers or use wrists or hands using pressure or in a twisting motion, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversations, have color vision and distinguish shades, see small details, use a computer, telephone as well as other customary office equipment.

WORK ENVIRONMENT

Employees in this classification work predominately inside, over 40 hours/week, with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with staff as well as the public; Work without guidance from supervisors; deal with a high volume of work and tight deadlines;

B ASSISTANT INSTRUCTIONAL SUPERVISOR

DEFINITION

Under the general direction of the Instructional Supervisor, assist in the planning, organizing and supervising of the instructional/curricular program within a portion of the district. This is an instructional position with some supervision responsibility.

ESSENTIAL DUTIES

Provide instruction to assigned classroom consistent with the duties normally associated with an instructional position; assist other ROP/TC instructors in setting professional goals and with their program and professional development; assist the instructional staff in the development of strategies to infuse increased academic standards in their curriculum; provide technical assistance and personal support to instructors in the development of instructional materials and expand student or academic services; facilitate communications between staff members; Coach instructional staff in the completion and submission of timely administrative paperwork; assist in providing a safe, efficient working environment that supports the goals and needs of the organization; assist classified staff in the coordination of duties and development of strategies for effective support of the districts mission.

OTHER RELATED DUTIES

Assist in the supervision of the Community Day School (CDS); supervise semester schedule development and assist with program publicity.

EMPLOYEE STANDARDS

Training and Experience:

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein. Incumbents must have a baccalaureate degree or be enrolled in, with substantial progress already made towards the completion of the degree program. An example is:

- ? Minimum of three years teaching experience and a baccalaureate degree or equivalent.

Knowledge of:

- ? Current state and national legislation affecting K-12 and career vocational education.
- ? Ability to identify and implement state and national academic, industry and career performance standards.
- ? Curriculum construction and content, educational philosophies, methods and practices.
- ? Course approval processes.
- ? Technology as it relates to instruction and equipment procurement.

- ? Principles of modern organization, management, and supervision methods and techniques.

Ability to:

- ? Inspire and motivate others.
- ? Lead ambitious and cohesive leadership groups.
- ? Assimilate and evaluate data in order to prepare clear, comprehensive reports and make sound recommendations based on the reports.
- ? Establish and maintain cooperative and effective working relationships.

Special Requirements:

Office environment; subject to driving a vehicle to conduct work.

Licenses and other requirements: A valid California Driver's license is required with proof of insurance.

PHYSICAL DEMANDS

Employees in this classification sit, repetitively use fingers or use wrists or hands using pressure or in a twisting motion, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversations, have color vision and distinguish shades, see small details, use a computer, telephone as well as other customary office equipment.

WORK ENVIRONMENT

Employees in this classification work predominately inside, over 40 hours/week, with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with staff as well as the public; Work without guidance from supervisors; deal with a high volume of work and tight deadlines.

C INSTRUCTOR**Instructional Coordinator**DEFINITION

Under the general supervision of the Superintendent or his/her designee, provide instruction to students within the occupational area or subject area designated. May possibly require job development & placement of students in the local communities for work site training.

ESSENTIAL DUTIES

Provide instruction that is relevant to current and future work specifications and job opportunities within the occupational or subject area; develop and update curriculum; negotiate and renew articulation agreements; develop and update instructional goals and objectives annually; update course outline and individual training plan annually; update Job Market Survey annually; develop and maintain daily lesson plans; provide occupational and subject area instruction utilizing the most current materials and methods available; submit attendance records to the district in a timely manner; assist students in the attainment of their performance objectives; maintain classroom discipline and control; develop fair and unbiased grading and assessment procedures for student evaluation; submit grading information to the district in a timely manner; assist in student placement activities; complete follow-up surveys on graduates; organize and attend at least one advisory committee meetings each year; attend staff development meetings; assist in instructional program evaluations; perform other related duties as directed.

OTHER RELATED DUTIES

May require travel between employers and work stations; Conduct group discussions on subjects relating to the program; Attend job fairs to promote program offerings.

EMPLOYEE STANDARDSTraining and Experience:

A valid credential to teach the subject area in the State of California and any combination of training and experience, which would indicate possession of the knowledge, skills, and abilities, listed herein.

Knowledge of:

Policies and procedures as they apply to student record-keeping;
Methods and procedures of operating modern computer and peripherals;
Formats and procedures for entering and retrieving various types of data;
Correct English usage, grammar, spelling, punctuation, and vocabulary;
Oral and written communications skills;
Applicable sections of State Education Code, Program Guidelines and other applicable laws;
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Communicate effectively by reading, writing, and speaking the English language;
Establish and maintain effective relationships with students, staff and district personnel;
Perform routine clerical work;
Make routine arithmetic calculations with speed and accuracy;
Operate a computer and other office equipment after training;
Understand and follow oral and written directions.

Special Requirements:

Must possess a valid driver's license and show proof of insurance;
Have your own transportation;
Act professionally.

PHYSICAL DEMANDS

Employees in this classification stand, walk, bend, use fingers repetitively, communicate clearly, hear well, have depth perception, color vision and see small details and long distances well.

WORK ENVIRONMENT

Employees in this classification work primarily indoors with periodic visitations to sites outside the boundary of the district and/or region.

D INSTRUCTOR RESPONSIBILITIES

1 **Student Safety**

California laws place the liability for student accidents and injuries with the school district; however, the instructor is responsible for both the safe environment of the facility and the administration of a safe instructional program. To prevent student injury and the possibility of legal action, the instructor must not be negligent in the performance of a teaching assignment. In order to provide the best possible learning environment it is important for the teacher to be aware of what is safe for the students.

- a. Provide safety instruction and supervision.
- b. Model professional behavior, i.e., respect for others, ethical conduct, emotional control.
- c. Supervise the assigned instructional area while classes are scheduled.
- d. Correct a known dangerous condition in the assigned area.
- e. Insure all students have current emergency data on file in the classroom and in the ESGVROP/TC Main Office.
- f. Prevent student from exposure to a known dangerous condition until the instructor or proper agency can correct it.
- g. As mandated by state law, teachers will supervise students at all times. A student may not be left unattended in a classroom. Teachers must be in the classroom during scheduled class hours.
- h. Teachers should obtain permission from a parent of guardian (check Emergency Form) before arranging for any emergency transportation unless the situation is life threatening.

The instructor is responsible for the instruction of students in the safe use of any tools and equipment that may be used as part of classroom training before the students are allowed to participate in training activities. All students are required to take and pass a safety test. Tests should be kept on file.

The reporting of the inferior condition of the facility and faulty equipment is also the responsibility of the instructor. Frequent inspections of the facility to ensure a safe environment should be made. If particular conditions cannot be self-corrected, complete a work order request. The students should not be exposed to unsafe conditions.

2 Required Paperwork

Instructors have multiple responsibilities other than teaching. Much of these responsibilities come in the form of completing various types of paperwork:

- a. Complete all attendance and grading reports according to posted dates.
- b. Complete a community classroom placement list prior to sending students out into the community.
- c. Request bus transportation to community classroom sites at least 3 days in advance.
- d. Be sure to cancel bus transportation requests should the student obtain permission to walk or drive.
- e. Prepare a substitute folder with appropriate class assignments.

3 Substitute Instructions folder

Each instructor must prepare a substitute folder, which must include the following information:

- a. Class list by section or period
- b. Student location if placed in the community
- c. Work site names, addresses, phone number and contact person
- d. Bus schedule
- e. Contact person in case of emergency (include location of your copies of the emergency forms)
- f. Lesson plans with instructions
- g. Special information:
 1. Dress code
 2. Restroom Location
 3. Location of materials
 4. Equipment non-use
 5. Emergency procedures
 6. Where to leave instruction folder, attendance, special information, etc.

Attendance Information for Substitute Instructor:

Regular instructors will provide the substitute instructor with an attendance sheet and seating chart for each period. The instructors may designate a student assistant in each period to help the substitute with absence reporting, audiovisual equipment operation, bus schedules, student identity, etc. While these students may assist the substitute instructor, they themselves remain accountable for classroom procedures.

Special needs or requests for assistance to fulfill instructional duties or assignments need to be taken to the appropriate Instructional Supervisor.

E SUBSTITUTE TEACHER RESPONSIBILITIES

A "Substitute Handbook" is provided to every substitute instructor at the initial date of hire and at the beginning of each new school year. A copy of this handbook is available in the Personnel Office for your review. The substitute handbook includes essential information on the general ESGVROP/TC policies, procedures, and practices, including classroom and site regulations. The substitute's main responsibilities, as listed in this handbook, are as follows:

1. Check in with the high school or site office concerning daily attendance reporting and all class and bus schedules.
2. Maintain normal classroom routines and discipline procedures.
3. Be an active participant in the classroom.
4. Do not leave students unsupervised.
5. Contact the Campus Main Office in case of a serious discipline problem.
6. Leave the regular instructor a report of work done especially if lesson plans have been altered.
7. Correct papers and list grades for the regular instructor. The regular instructor will post grades in his/her grade book.
8. Bring with you supplemental grade level material whenever possible. Emergencies do happen, and this material will help you make the transition a productive experience for the students.
9. Talk to the students, don't be afraid to share your knowledge, background, goals and career experiences.
10. Leave adequate instructor notes regarding absences, transfers, new students, disciplinary problems and referrals.
11. Leave the room neat and clean at the end of your duty day, with everything orderly.
12. Lock the classroom whenever you and the students are out of the room. If you are the last session teacher, be sure all windows and doors are closed and locked, or report open classroom to the appropriate site person.
13. Report any personal or student injury to the campus main office and make written notification(s) to the appropriate campus administration. An accident or incident report is required prior to leaving the campus or as soon as possible after occurrence.
14. Perform any extra duty, or supervision duties assigned to the position.

F PUBLICITY AND FLYERS

Short articles with pictures have been very effective in providing publicity for classes and in recruiting students. Teachers should suggest or submit articles of interest to the main ROP/TC office. Feature stories on successful students are also effective means of publicizing ROP/TC classes. All articles are subject to administrative approval for release. Pictures of students under the age of 18 must have parental release consent (see Photo Release in appendix).

Flyers promoting your class are an important tool for student recruitment. Please check with your supervisor and/or department to coordinate information and to avoid duplication. Your supervisor must approve all flyers. Assistance in making suitable flyers may be available from the Student Achievement Office.

Reporters must be referred to the Superintendent's Office!

G RULES AND REGULATIONS FOR THE CLASSROOM AND ROP/TC SITES

Every student attending an ROP/TC class must be given the “Classroom-Site Rules and Regulations” Form (among others) to complete (form is available in the appendix). This form must be signed by the student on the first day of class and returned to the instructor to be kept on file in the classroom. The rules and regulations for the classroom and ROP/TC sites are as follows:

1. No “breaks” during classroom instructional hours.
2. Students should not be outside the classroom during instruction hours except for restroom break (no more than one student is to be released at any given time).
3. While eating or drinking in the classroom is not allowed, it is subject to administrative approval.
4. No smoking, consuming alcoholic beverages or use of any chemical substance is allowed on campus.
5. Students should not invite guests to attend classes with them, ride the bus with them or wait for them on campus while they are in class. We cannot supervise students not enrolled in ROPTC classes, or be responsible for their safety. Guests on campus without permission will be escorted to the office. Counselors will be notified and the high school student will be returned on the next bus to their home campus. Adult students will be directed to the correct classroom or to the front office.
6. No person is allowed to willfully remove, misuse, destroy or damage school or personal property. Violence against another student or staff is not allowed. An individual found doing so will be called in to the office, reported to their home school with a possibility of police involvement and/or being dropped from ROPTC classes.
7. Driving to ROPTC is a privilege, high school students driving to their class or work site location should arrive before the bus transportation. All drivers must have proper approval through the high school. All drivers must park in designated parking lots.
8. No student will be allowed to leave campus once they have signed in. Medical appointments should be made following school hours. If a parent must pick up a student from class, the parent must check in at the front office. The parent will be asked to show ID, which will be matched against the emergency contact information found on the emergency form.
9. Students should not enter another classroom without specific approval. Students are to report directly to their classroom at the beginning of the posted starting time.
10. Do not bring valuables to class, ROPTC is not responsible for any loss.
11. Missing the ROP bus will be considered a truant until time/work is made up.
12. Students are to adhere to all work site rules and regulations.

H DRESS CODE

The East San Gabriel Valley Regional Occupational Program and Technical Center actively supports the concept of providing a safe, positive atmosphere on campus. ESGVROP/TC is an educational facility where young men and women from seven school districts receive career training to achieve life-long learning skills. The "Dress Code" form must be given to the student at the first day of class (see appendix for form). The student must sign and return the form to the instructor to be kept on file in the classroom.

Student dress has been shown to influence behavior and the learning environment. The dress code, as adopted by the ESGVROP/TC Joint Board of Management, is as follows:

1. Clothing must be in good repair, free from tears and holes.
2. Clothing covers undergarments, the top of the shoulders, the back and midriff.
3. Shoes must be worn at all times.
4. Clothing should be size-appropriate, pants to fit at the waist without a belt, unaltered which means **oversized/baggy pants are not acceptable**.
5. Clothing must be free of crude, violent, vulgar, profane, prejudicial remarks, nothing obscene, sexually explicit, express racial, gender, ethnic or religious messages, promotes the use of alcohol, drugs or tobacco.
6. Hats of any kind, bandanas or head coverings are not to be worn in the classroom or on campus.
7. Belts must not be oversized and not show any letters or logos.
8. Clothing and jewelry, which are potentially dangerous, may not be worn.
9. Chains, spikes, handcuffs and generally heavy-metal type accessories are unacceptable.
10. Electronic devices (e.g. pagers, walk mans) are not acceptable.
11. Additional dress codes for work site training must be adhered to.

The process for violation of any of the above:

1. Discussion between student and instructor.
2. Notification to counselor on the home campus.
3. Written problem report sent to the parent/guardian.
4. Suspension.
5. Drop from the ROP/TC course.