

## **JOB DESCRIPTION**

***JOB TITLE: Vocational Education Teacher (2957)***

### **Job Summary:**

The Vocational Education Teacher develops curriculum; instructs students in pre-vocational skills development and vocational assessment; and assists students with work and work experience programs.

### **Essential Job Functions:**

- ▶ Assesses students vocational interests and aptitudes to provide information and direction to students.
- ▶ Develops/implements vocational education curriculum to teach pre-vocational skills development.
- ▶ Instructs students to teach pre-vocational skills development and career awareness.
- ▶ Consults with teachers to update them on vocational education curriculum.
- ▶ Assists with work and work experience programs to determine student eligibility and participation.

### **Essential Job Requirements - Qualifications:**

#### **Experience Required:**

- ▶ Experience working with special needs students in a vocational education setting.

#### **Skills, Knowledge and/or Abilities Required:**

- ▶ **Knowledge of:**
  - special needs students
  - pre-vocational skills
  - career development concepts
  - work and work experience programs
  - vocational assessment concepts
- ▶ **Skills to:**
  - develop vocational education curriculum
  - teach pre-vocational skills
  - articulate vocational education curriculum
  - assess students' vocational interests and aptitudes
- ▶ **Ability to:**
  - teach pre-vocational concepts to students
  - interact effectively with co-workers
  - communicate effectively with a broad range of people
  - demonstrate understanding and have a receptive attitude towards special needs students

#### **Education Required:**

- ▶ Bachelor of Arts or Science Degree

#### **Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Valid California credential authorizing instruction in vocational education.
- ▶ EL Authorization.
- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

**April 1998**

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This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.