

Job Summary:

The job of Vocational Instructor - Graphic Arts & Printing for the Services for Education and Employment (SEE) program is done for the purpose/s of developing and maintaining curriculum to ensure student learning; training students in all areas related to individual department assignment; developing and implementing policies and procedures so that student learning is enhanced; planning, pricing and budgeting for items needed in individual departments; and maintaining equipment and the tracking and ordering of inventory to ensure that correct amounts of product are available for usage.

Essential Job Functions:

- ▶ Conducts interviews of new students and assesses the level of their abilities for the purpose of assuring proper placement in the vocational program for maximum success; and assessing and monitoring students for adequate progress.
- ▶ Coordinates job-shadowing and job placement assistance for students who are job-ready for the purpose of facilitating the application/interview process for students.
- ▶ Determines/orders classroom supplies for the purpose of ensuring that the class runs efficiently and without interruption.
- ▶ Develops/implements policies and procedures in individual department(s) for the purpose of ensuring that a smooth operating environment is maintained and is conducive to student learning.
- ▶ Develops/maintains curriculum for the purpose of ensuring student learning.
- ▶ Directs/supports the Education Specialist Assistant in class activities for the purpose of ensuring a continuous work flow with minimal problems.
- ▶ Gives demonstrations and lectures on techniques and terminology in a classroom/lab environment for the purpose of providing information to students.
- ▶ Handles department complaints and issues that arise for the purpose of helping to ensure the smooth operation and professional integrity of the department.
- ▶ Implements a daily classroom plan for the purpose of keeping the students focused and on-task for the day and working with the Education Specialist Assistant to ensure student progress is sufficient for the outlined goals/activities.
- ▶ Keeps current with local industry needs for the purpose of maintaining a high level of professional development where the expertise will be transferred into student learning and will result in a better-trained student.
- ▶ Maintains communication with vendors for the purpose of ensuring prompt and accurate delivery of supplies and to maintain competitive costs for needed items.
- ▶ Maintains equipment for the purpose of ensuring the smooth operation of the department and uninterrupted work flow/output, troubleshooting equipment problems and being proactive in preventing routine maintenance problems.
- ▶ Maintains professional contact through advisory committees, professional associations, etc. for the purpose of keeping current on industry trends where these contacts will help with student job placements.
- ▶ Maintains records of student attendance and participation for the purpose of evaluating student progress.
- ▶ Operates a "simulated business" with production responsibilities throughout the year for the purpose of teaching the students and producing a product on a predetermined deadline.
- ▶ Performs the vocational duties of the students when they are absent for the purpose of ensuring the smooth operation of the department and/or a deadline of a service is met.
- ▶ Plans/prices/budgets for items needed in individual department(s) for the purpose of ensuring the successful operation of the program, advance planning, determining the best price for needed items, and budgeting for a year of necessities.
- ▶ Teaches work-related attitudes and behaviors for the purpose of assisting students to obtain and retain employment.
- ▶ Tests/evaluates achievement of students in areas of knowledge and skill for the purpose of determining if sufficient progress is being made.
- ▶ Tours/observes new facilities and programs for the purpose of staying current with new industry trends, collaborating and networking with contacts to enhance professional development and to take students on tours when possible to introduce them to opportunities out in the field.
- ▶ Tracks/orders inventory for the purpose of maintaining an adequate inventory.
- ▶ Trains students in all areas related to individual department(s) for the purpose of ensuring that students are oriented as to the expected work flow, responsibilities and procedures of the individual department.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - teach skills to students;
 - organize and present material in group settings;
 - communicate effectively both verbally and in writing;
 - operate a computer.
- ▶ **Knowledge of:**
 - desktop publishing, graphic design, computer graphics;
 - Adobe Pagemaker, Illustrator and Photoshop;
 - how to run a two-color press and print shop;
 - how to service printing presses and related equipment;
 - job development skills/procedures.
- **Ability to:**
 - create and teach vocational curriculum;
 - maintain performance standards;
 - teach students a minimum of three periods per day in graphic arts and/or printing skills;
 - work effectively with students, staff and business contacts.

Experience Required:

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.

Education Required:

- ▶ Targeted job-related education that meets organization's prerequisite requirements

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

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Hold, or be eligible for, a Vocational Education teaching credential in a field related to Graphic Arts & Printing.

FLSA Status: Non-Exempt

January 2001

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

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.