

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
REGIONAL OCCUPATIONAL CONTRACT TEACHER

Job Purpose

Provides instruction and support in a variety of instructional settings according to District and state approved career technical education courses of study and curriculum, at a rate and level commensurate with industry sector and program requirements.

Responsible to

Receives administrative direction from the principal/program administrator to which assigned; may receive technical and functional direction from an employee(s) appointed by the principal/program administrator to serve at the center, school, or branch as an instructional deputy. Supervises the work of personnel assigned to assist with classroom instruction, organization, and operation.

Subordinates

Classified and unclassified personnel as assigned

Functions

Essential Functions

1. Teaches classes conducted at Regional Occupational Centers or in Regional Occupational Programs in assigned subjects for which appropriately credentialed according to approved courses of study and at a rate and level commensurate with established expected student progress.
2. Maintains a learning environment designed to stimulate interest and attendance in a regional occupational program; cooperates with the school administration and assigned staff in providing such an environment in buildings and on the grounds.
3. Offers advisory service to students and staff with regard to job placement and provides assessment of each student's academic progress and job readiness.
4. Assists in the placement of students who are job ready.
5. Reports accurate daily attendance and grading marks in accordance with established procedures.
6. Evaluates the performance of subordinate personnel

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

Qualifications

Education

A high school diploma and passage of an equivalency examination.

Credential

A California Designated Subjects Teaching Credential as defined in Education Code Section 44260 or a valid prior credential authorizing service in the instructional area and at the level of this class description must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

NOTE: When teaching K-12 students, English Learner Authorization is required.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Thorough knowledge of and ability to conduct and implement a cognitively challenging instructional program.
2. Thorough knowledge of content and pedagogy necessary for effective instruction; enthusiasm for, and imagination and creativity in teaching the necessary skills for academic success; and commitment to the education of all students.
3. Journeyman level proficiency in one or more related or comparable occupations; must command a knowledge of job-finding techniques, including completion of work applications, test-taking, appropriate personal grooming, and interviewing.
4. Understanding of the physical, intellectual, social, and emotional developmental growth patterns of secondary and/or adult students.
5. Ability to differentiate instruction to meet diverse student learning needs.
6. Ability to evaluate student achievement as related to desired educational goals, objectives, and outcomes and to make effective use of a variety of assessment techniques.
7. Ability to cooperate with the school faculty and administration in the development of a coherent program of instruction.
8. Ability to communicate and work effectively with students, peers, administrators, and other District personnel, both individually and as a group in providing a rigorous educational program.
9. Ability to work effectively with people of all racial, ethnic, linguistic, disability, and socioeconomic groups.
10. Ability to communicate effectively including giving clear concise instructions, using academic language, and appropriate level of delivery, and listening without bias and providing appropriate feedback/reinforcement.
11. Ability to compose and comprehend written communication.
12. Ability to properly use and to care for the materials, supplies, and equipment employed in teaching.
13. Appropriate personal appearance, cleanliness, and manner.
14. Poise, tact, and good judgment, and commitment to the education of all students.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: This is an Adult Hourly Rate (THR) Table classification. A full-time assignment is 120 hours per pay period. Tenure is not earned except as provided in Education Code 44910.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JLH