

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED TEMPORARY POSITION

### Designated Subjects CTE Credential Program Instructor

JCN: 9206

EXEMPT

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#### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, provide DS CTE Credential instruction to CTE teachers enrolled in the CTE teacher preparation program.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Adhere to the Admission and Records (A & R) course meeting times in compliance with appropriate weekly student contact hours as stipulated in the Course Outline of Record (COR) and the schedule of classes.
- Adhere to the Student Learning Outcomes (SLOs) stipulated in the COR; assist with recording and mapping SLOs in accordance with departmental guidelines.
- Comply with rules regarding census roster certification, official drop dates, and grade submittal.
- Develop and provide a syllabus to assigned students containing all information according to the guidelines set forth in the FCSS Designated Subjects Handbook.
- Maintain accurate attendance records for each student in compliance with Positive Attendance documentation requirements; submit grades to the CTE/ROP office.
- Make students aware of the services offered during tutorial hours.
- Communicate regularly with program administrator and/or with applicable department personnel as assigned.
- Participate in course evaluation processes, including student questionnaires in accordance with appropriate timelines by the director or his/her designee.
- Teach assigned program course according to the COR approved by the DS CTE Advisory Board and CTC.
- Utilize contents of the FCSS Employee Handbook, when applicable.
- Utilize email account provided by FCSS to officially communicate with department and with students.
- Utilize FCSS CTE/ROP Attendance System to certify rosters, drop students, submit grades, and submit Positive Attendance documentation containing each student's individual contact hours.
- Evaluate students according to outlined assessments on topical outline and summative portfolio assessment.
- Utilize the approved LMS system to conduct online courses.

##### **OTHER DUTIES:**

- Ability to work a flexible schedule.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

##### **EDUCATION AND EXPERIENCE:**

- At least three years of experience in a CTE related position.

##### **LICENSURE AND OTHER REQUIREMENTS:**

- Possesses a California State teaching credential, preferably a CTE credential.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- LMS learning environment with occasional classroom time.
- Drive a vehicle to conduct work, using own transportation.
- Office and/or office facility environment.
- Irregular hours.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- As specified in applicable FCSS teacher job description.

The physical demands and working conditions are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*