



## Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

website: [www.ivrop.org](http://www.ivrop.org)

Mary N. Camacho  
Superintendent

### ANNOUNCEMENT OF POSITION VACANCY

September 1, 2010

TO: Candidates and Placement Agencies

VACANCY: **Career Technical Education Instructor**  
**Possible Subjects: Law Enforcement, Computer Applications, Computer Repair or Culinary Arts/Food Technology**  
**1 Part-time position (1 ½ hours a day, Monday-Friday)**  
**Position contingent upon funding**

LOCATION OF JOB: Valley Community School, El Centro, CA

APPLY AT: Imperial Valley Regional Occupational Program  
687 State Street, El Centro, CA 92243  
Office (760) 482-2600

DEADLINE FOR FILING: September 15, 2010 or until filled

SALARY: \$29.00 per hour

IMMEDIATE SUPERVISOR: Mary N. Camacho, Superintendent

INTERESTED QUALIFIED APPLICANTS SUBMIT: 1) Completed Certificated Application Form  
2) Resume of Education and Work Experience  
3) Cover Letter

***NOTE: Only original applications will be accepted. No faxed copies or postmarks will be accepted. Application must be submitted directly to IVROP Administrative Office.***

The IVROP shall require that each new employee obtain a medical, pre-employment physical examination and testing for drugs from a licensed medical doctor or provider chosen by the IVROP at the IVROP's cost. The examination results remain confidential.

To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER  
WOMEN & MINORITIES ARE ENCOURAGE TO APPLY

**IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM**  
**CAREER TECHNICAL EDUCATION INSTRUCTOR**

**DEFINITION**

Under the supervision of the Superintendent or designee, the Career Technical Education (CTE) Instructor will provide career and technical educational instruction to students in the assigned subject area to facilitate entry-level employment skills, enhance existing skills or in preparation for advanced training.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Provide career and technical education instruction to students in assigned subject area; may include instruction, problem solving and job seeking skills to prepare the students for the real world of work.
2. Prepare instructional materials, class curriculum and develop lesson plans.
3. Provide students with course syllabus.
4. Provide instruction for students in employment skills, life management, self-sufficiency and computer technology.
5. Administer a variety of assessment instruments, including tests, to measure student progress.
6. Collaborate with other personnel to determine the educational needs of students; set up individual educational plans to instruct each student.
7. Prepare and maintain all records and reports related to attendance, grades, progress and activities; submit all documents on time.
8. Establish and maintain relationships with local employers to develop training or to place students at worksites or in community internships, as assigned.

**REQUIREMENTS**

Must have experience and knowledge in either of these subjects; Law Enforcement, Computer Applications, Computer Repair or Culinary Arts/Food Technology. Prior teaching experience desired.

**EDUCATION AND EXPERIENCE:**

Possess a valid Designated Subjects Career Technical Education Teaching Credential authorizing the instruction of Grades 9-12 and adults in appropriate area OR have 5 years experience (1 year of experience must have been in the last 3 years -- college units may qualify as experience) in Law Enforcement, Computer Applications, Computer Repair, or Culinary Arts/Food Technology, and be willing to obtain a California Designated Subjects Career Technical Education Teaching Credential. High School diploma or equivalent required.

**LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED**

Criminal Justice Fingerprint Clearance, Tuberculosis Screening, Valid Driver's License and Evidence of Insurability