



Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

website: www.ivrop.org

Edwin P. Obergfell
Superintendent

ANNOUNCEMENT OF POSITION VACANCY

March 21, 2016

TO: Candidates and Placement Agencies

VACANCY: **Career Technical Education Instructor**
Subject: Truck Driving
Part-time position (Approximately 6:00 am – 3:00 pm)

LOCATION OF JOB: Imperial County

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

DEADLINE FOR FILING: April 5, 2016, 5:00 pm, or until filled

SALARY: \$29.00 per hour

IMMEDIATE SUPERVISOR: Joab Gonzalez, Program Manager

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

NOTE: Apply at www.edjoin.org or submit original application directly to IVROP Administrative Office. No faxed copies or postmarks will be accepted.

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 ENCOURAGED TO APPLY

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

DEFINITION

Under the supervision of the Program Manager, the Career Technical Education (CTE) Instructor will provide career and technical educational instruction to 9th-12th grade students and/or adults 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: Computer Applications or Programming, Computer Repair, Culinary Arts/Food Technology, Energy/Electrical, Health Occupations, Law Enforcement, Truck Driving or other trade. Prior teaching experience desired.

EDUCATION AND EXPERIENCE:

Possess a valid Designated Subjects Career Technical Education Teaching Credential authorizing the instruction in appropriate area OR have 3 years experience (1 year of experience must have been in the last 5 years or 2 years of experience in the last 10 years -- college units may qualify as experience) in Computer Applications or Programming, Computer Repair, Culinary Arts/Food Technology, Energy/Electrical, Health Occupations, Law Enforcement, Truck Driving or other trade, 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