



EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

1501 Del Norte Street, West Covina, CA 91790 • (626) 962-5080 • Fax (626) 472-5125

INSTRUCTIONAL SUPERVISOR

DEFINITION

Under the direction of the Director of Educational Services, promote the success of students by providing leadership to ESGVROP/TC instructional staff and programs. Collaborate with school site administrators, business partners, and community members and serve as a resource to plan, develop, promote, support, evaluate and implement high quality ESGVROP/TC instructional programs at the high school sites and online. This is a confidential certificated management position contingent upon annual contract renewal.

EXAMPLES OF DUTIES

1. Support, coach, supervise, and evaluate instructional staff.
2. In support of the organization's mission and objectives, ensure quality career training programs and positive student outcomes leading towards student completion of CTE Pathways in preparation for post-secondary education, industry certifications, and job placement.
3. Recommend and provide professional development training and instructional resources to improve instructor performance and instructional quality for all students.
4. Monitor, evaluate, and provide in-service training to maintain instructional program compliance, in accordance with applicable laws, including, but not limited to, community classroom and CVE instructional methodologies.
5. Assist and train instructional staff in timely and accurate recordkeeping which include the following: class attendance, timesheets, student records, discipline, incident reports, community classroom, and CVE.
6. Support new teacher candidates in their development to master California CTE Teacher Performance Expectations, completion of preliminary credential program requirements, and serve as the organization's Program Coordinator.
7. Monitor absences and substitute coverage to ensure quality instructional programs.
8. Maintain communications with business office staff, in regards to instructional resources and supplies.
9. Assist with monitoring and improvement of instructional budgets and requests for instructional supplies.
10. Maintain open communication and build positive relationships with school site administrators, community members, ROP counselors, instructional and support staff.
11. Assist with planning, organizing, and conducting counselor meetings.
12. Assimilate and evaluate data, in order to prepare clear comprehensive reports and make sound recommendations, based upon the data.
13. Evaluate effectiveness of instructional programs and recommend changes as needed.
14. Research and recommend instructional programs that incorporate work-based learning opportunities leading towards industry certifications.
15. Collaborate with leadership and school administrators regarding the development, implementation, monitoring, and evaluation of high-quality instructional programs.
16. Maintain regular communication with school and district administrators in the planning and development of new and improved CTE courses leading towards industry certifications in response to the changing demands of the workplace and labor market needs.
17. Troubleshoot and resolve problems and issues related to CTE classes.
18. Recommend and implement student recruitment activities to increase enrollment in CTE classes and completion of pathways.

19. Work closely with the Director of Educational Services and district administrators to assist with classroom facility planning, assignments, equipment acquisition, contracts, and procurement of instructional resources.
20. Oversee, maintain, and ensure compliance of CTE programs according to applicable regulations and guidelines, including required reports, records, and instructional activities.
21. Compile information, as needed, and prepare a variety of reports related to instructional programs and activities.
22. Submit required data for grant reporting one month prior to quarterly report deadline.
23. Make recommendations and implement student work-based learning and mentoring activities as directed.
24. Assist with research, and development of CTE courses that incorporate work-based learning in alignment with CTE pathways leading towards post-secondary education credit and industry-recognized credentials.
25. Attend department and organizational meetings as required.
26. Other duties as assigned.

REQUIRED QUALIFICATIONS

1. Possession of a valid California credential authorizing the supervision and coordination of CTE instructional programs in addition to a valid Clear CTE teaching credential.
2. A Bachelor's Degree or equivalent.
3. Possession of a valid driver's license.

HIGHLY DESIRED QUALIFICATIONS

1. Administrative Services Credential.
2. Master's Degree.
3. Successful experience in coordination, supervision, and evaluation of secondary CTE programs.
4. Experience in curriculum development, including U-C a-g approved courses.
5. Experience teaching/supervising instructional programs serving at-risk youth and alternative education.
6. Experience and/or knowledge of CTE course articulation process with post-secondary institutions.

KNOWLEDGE OF

1. Effective instructional strategies, techniques, program design, assessment and evaluation procedures.
2. Current practices in career technical education (CTE), including new programs, curriculum and industry standards, materials, methods, funding sources, and equipment.
3. Principles of effective organizational management, leadership, supervision methods, and techniques.
4. California laws, regulations, and policies related to secondary CTE instructional programs, including instruction, supervision and coordination of classroom and work-based learning instruction.
5. District policies and procedures relative to curriculum, instruction, supervision, and evaluation.
6. Curriculum development, effective instructional strategies and techniques, program design, assessment, and evaluation procedures.
7. Course approval, sequencing, and articulation processes.
8. Technology, as it relates to instruction and equipment procurement.
9. Knowledge of community resources, work settings, employment conditions and trends.
10. Current state and national legislation affecting secondary and post-secondary career technical education.
11. School and program accreditation standards and requirements.

ABILITY TO

1. Communicate clearly and effectively with individuals and/or groups orally and in writing.
2. Involve staff in a consensual decision-making process.
3. Establish and maintain cooperative and effective working relationships with staff, administration, students, parents, business partners, and outside agencies.
4. Make timely and effective decisions using sound judgment and problem solving techniques.
5. Utilize technology; use MS Office applications, e-mail, Internet, Social Media, and other modern office technology.
6. Develop data collection strategies and research student data for program improvement and accreditation standards.
7. Deal with a high volume of work and meet deadlines.
8. Objectively observe and analyze instructional strategies and techniques.
9. Identify and implement local, State and national industry, career technical, and academic standards.
10. Work effectively with the governing board, staff, school districts, other agency personnel, students, and the community.
11. Collaborate with CTE staff to meet objectives and student needs.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use hands and fingers to handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification work without guidance from the Director of Educational Services or designee; deal with a high volume of work and tight deadlines; work indoors in an office environment; and regularly visit high schools and classrooms within the boundary of the districts served, with occasional travel outside the local region. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Schedule I

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.