

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

Teacher – Career Exploration

Certificated Job Description

IMMEDIATE SUPERVISOR:

Principal

DEFINITION

Under the direct supervision of the site administrator, the Teacher will provide instruction in the areas of career exploration and job readiness to students served in the Alternative Education program.

ESSENTIAL FUNCTIONS:

1. Use a variety of resources to expose students to various career options.
2. Instruct students on how to develop the necessary skills to gain and maintain employment.
3. Develop quality lessons utilizing research-based practices to introduce and inspire career choice amongst students
4. Utilize a variety of assessment tools to monitor and develop student achievement.
5. Perform other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in Career Education.
2. Demonstrate personal characteristics that are conducive to good communication and self-management.
3. Willingness to abide by the rules and regulations of the Office of Kern County Superintendent of Schools in a Professional manner.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Interest in and knowledge of best practices in curriculum, instruction and assessment in Career Education, as evidenced by prior professional experience.

2. Ability to assist teachers in planning and delivering effective instruction, including the art of collaborative practices around the topics of data analysis and best practices for student learning.
3. Ability to express oneself effectively, both verbally and in writing.
4. Possession of a broad range of pedagogical skills.
5. Ability to make decisions based on a sound educational philosophy and current educational research.
6. Ability to establish appropriate positive working relationships and rapport with individuals and groups.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Must hold a valid California teaching credential.
2. Must hold Cross-cultural Language, and Academic Development (CLAD) certification or equivalent.

B. Experience:

1. Successful teaching experience, preferably with “at-risk” youth.
2. In-depth knowledge of the ELD standards.

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