



**Tri-Valley Regional Occupational Program**  
 1040 Florence Road, Livermore, CA 94550  
 Phone - 925-455-4800, Fax - 925-449-9126  
*Julie Duncan, Superintendent*

## CERTIFICATED POSITION ANNOUNCEMENT

<b>TITLE:</b>	<b>INSTRUCTOR, MEDICAL OCCUPATIONS</b>
<b>WORK SCHEDULE:</b>	180 days M-F (1.0 FTE) - Class times and locations to be determined and includes supervision of work site learning; student schedules vary
<b>LOCATION:</b>	To be determined, at one or more Tri-Valley High School Sites
<b>DATE POSTED:</b>	April 19, 2019
<b>STARTING DATE:</b>	August 19 <sup>th</sup> (plus ROP Staff In-Service date August 7, 2019)
<b>SALARY RANGE:</b>	\$54,703 - \$90,844 annually, prorated based upon FTE. Placement is determined by a combination of education, work and/or teaching experience, (dental required & vision optional at employee expense; medical not available).
<b>APPLICATION PROCEDURE:</b>	<b>If you believe you are qualified for this position and are interested in applying, you may apply on Edjoin or email application (available at <a href="http://www.tvrop.org">www.tvrop.org</a>), letter of interest, resume, three letters of current professional reference and copy of credential (if available) to: <a href="mailto:jobs@tvrop.org">jobs@tvrop.org</a> or mail to: Tri-Valley ROP, Personnel, 1040 Florence Road, Livermore CA 94550</b> <b>INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED</b>

### **Requirements:**

Must **qualify for** or possess a Designated Subjects Career Technical Education Credential. Qualification for the CTE Credential requires three years of field experience in a Health Science & Medical Technology Industry. One of those years must have been within the past five years. Upon hire, must provide fingerprint clearance through the Department of Justice for Tri-Valley ROP and evidence of a negative Tuberculosis (TB) test. If a credential is in process, California Department of Education requires an individual to apply for a Certificate of Completion of Staff Development waiver in order to teach EL individuals.

Applicant must have a strong interest in teaching high school students who are seeking a career in the medical occupations field. The successful candidate should have the ability to individualize the course content and instructional techniques in order to meet a variety of student needs in learning styles; knowledge of employment and training practices in the related industry; and the ability to communicate effectively in both oral and written form.

Applicant must demonstrate knowledge of and ability to implement the intent of federal and state mandates for career technical education in a classroom setting; and ability to communicate successfully with parents and staff; knowledge of training and employment practices in community and cooperative field sites in related fields of medical occupations; ability to plan, coordinate, and implement successful student training placements; and ability to communicate effectively in writing and speaking with a variety of adults in the community and a diverse student population. Applicant must have the ability to work collaboratively with colleagues to maintain continuity in programs throughout the Tri-Valley high schools and ensure success of student placement in the community.

Highly Desirable: Medical or Dental Licensure/Certification, RN or LVN and CPR card and/or possess current CCMA (California Certified Medical Assistant).

Knowledge of: Workplace skills, Hospital health care systems, Environmental safety, Ethics, legalities, & responsibilities, Medical terminology, Hospital/Medical Administrative functions, Anatomy, Pharmacology, Medical asepsis, Ergonomics.

### **General Description:**

- Instructs high school students in the core area of medical occupations
- Organizes specialized learning experiences for students in the community classroom and cooperative education work sites
- Maintains a responsible, career-related environment for individual and group instruction
- Refines curriculum based on recommendations from a career technical advisory committee comprised of representatives from business and industry
- Uses and teaches positive guidance and classroom management techniques
- Provides activities, projects and other materials that replicate the needs and requirements found in related employment fields
- Develops and maintains positive contacts with field site supervisors and employers to provide successful training and placement opportunities for students, visits sites regularly
- Works collaboratively with other instructors (Nursing Careers/Med Occs instructors for student placement and training)
- Maintains records of attendance, grades and competency level for each student including follow-up reports
- Participates in staff development activities, workshops and seminars
- Works effectively to secure enrollment (speaking, informational meetings)
- Performs other duties as assigned by the Superintendent or Designee