

Sacramento County Office of Education Job Description

Classification Title: Career Technical Education Work Experience Instructor

DEFINITION

Under general supervision, develops curriculum and delivers Career Technical Work Experience Education (CTWEE) instruction to students; supports work experience placements and provides field supervision to students; monitors CTWEE student enrollment; provides program support, and performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Instruction

- Develops, prepares, and delivers CTWEE instruction to enrolled students;
- Collaborates with teachers on the development of associated curricula;
- Creates and maintains an effective and engaging learning environment that integrates academic and vocational learning;
- Fosters critical thinking and problem-solving;
- Collaborates with general education teachers to integrate academic language and math skills into CTWEE content;
- Adapts curriculum to meet the individual needs of a diverse student population;
- Annually prepares and submits course of study including program objectives, student performance objectives, and daily lesson plans;
- Delivers CTWEE instruction using varied, evidence-based methods that support students in attaining course performance objectives;
- Ensures timely and accurate completion and maintenance of required documentation, including but not limited to attendance, grade reporting, onsite observations, and student employment related documents.

Student Field Support

- Identifies, selects, and approves CTWEE student worksites;
- Collaborates with the educational team to identify participants and provide ongoing guidance and support to students;
- Assists students in identifying employment opportunities;
- Ensures CTWEE program requirements are met, including verification of student eligibility and document collection, retention, and reporting;
- Develops work-based learning opportunities aligned with the industry sectors offered in SCOE CTE programs;
- Develops and maintains worksite agreements between students, parents, and employers for each student enrolled in CTWEE;
- Establishes and maintains collaborative working relationships with community agencies that may offer work-based learning opportunities to SCOE students;
- Collaborates with transition staff to support student career exploration, employability skill development, exploration of post-secondary training programs, and engagement in work-based learning before and during jobsite placement;

- Provides field supervision and grants credits to students based on hours worked, employer evaluations, and course progress;
- Collaborates with employers to ensure students receive evaluations each semester;
- Conducts and documents onsite student observations with work site supervisors;
- Monitors and maintains accurate records of student attendance and progress;
- Issues and monitors work permits for employed SCOE students.

Program Support

- Ensures compliance with program requirements;
- Serves as a resource to staff, students, parents, and employers on work permits, youth employment, workplace safety, child labor laws, education code, and other related topics;
- Promotes SCOE CTE programs, post-secondary employment, training, and education options;
- Identifies and refers eligible youth for vocational and work-focused educational rehabilitation services;
- Collaborates with program partners to develop work site agreements and employment plans;
- Supports case plans for youth participating in external programs and maintains ongoing communication with program partners to monitor and track progress;
- Supports the development of CTE programs and events;
- Attends professional learning and meetings as required.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Possession of a valid California CTE credential in any of the currently issued industry sectors or valid California Single Subject teaching credential in one of the following subjects: Industrial and Technology Education, Agriculture, Home Economics, or Business;
- Appropriate certification for teaching English Language Learners and two years of occupational experience outside of education required;
- Experience working with a broad spectrum of students and individualizing instruction to meet student needs desired.

Knowledge of:

- Common Core State Standards and CTE Curriculum Frameworks;
- State, Federal, and local laws, codes and safety regulations related to areas of responsibility, including transition, career education, student employment;
- Positive Behavioral Intervention and Supports (PBIS);
- Effective instructional methods and techniques; sources of instructional material and information related to employability and work experience;
- The academic, social, and emotional needs of a diverse student population;
- Principles of educational equity, access, and inclusion; challenges faced by teens and young adults that impact their academic and vocational success;
- Effective strategies for establishing and maintaining positive relationships;
- Effective communication and collaboration methods and strategies;
- Interpersonal skills using tact, patience and courtesy;
- Data collection and reporting methods;
- Standard software applications including video-conferencing platforms.

Skill and Ability to:

- Establish clear learning goals for all students and engage students in the achievement of those goals;
- Utilize effective teaching strategies;
- Evaluate and revise instructional practices and programs to meet student needs;
- Promote and develop student's desire to learn;
- Provide a safe learning environment;
- Follow instructions and work independently without supervision;
- Develop program goals and student performance objectives;

- Analyze and evaluate student competencies utilizing instructional techniques and methods to assist each student in reaching course objectives;
- Gain and maintain the respect and cooperation of students;
- Analyze instructional situations and develop an effective course of action to achieve maximum student learning;
- Communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive working relationships and interact cooperatively and effectively with those contacted in the course of work;
- Develop work experience sites and contractual agreements with public and private agencies;
- Supervise students in classroom setting and provides field supervision to students at worksites;
- Operate office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

12/2025