

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **TEMPORARY CERTIFICATED POSITION**

JCN: 9217  
NON-EXEMPT

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### **CAREER TECHNICAL EDUCATION (CTE) CREDENTIAL PROGRAM INSTRUCTOR**

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#### **BASIC FUNCTION:**

Under the direction of the Director, Career Technical Education (CTE) Induction Program, provide Designated Subjects CTE Credential instruction to CTE teachers enrolled in the CTE teacher preparation program at the Office of the Fresno County Superintendent of Schools (FCSS).

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Adhere to all policies and deadlines related to census roster certification, official drop dates, and grade submissions.
- Deliver instruction aligned with the Student Learning Outcomes (SLOs) specified in the Course Outline of Record (COR) and assist with recording and mapping SLOs per departmental guidelines.
- Deliver instruction for the assigned program course in accordance with the COR approved by the Designated Subjects CTE Advisory Board and California Commission on Teacher Credentialing (CTC).
- Develop and distribute a syllabus to each student, ensuring it includes all required information as outlined in the FCSS Designated Subjects Handbook.
- Evaluate student performance using the assessments outlined in the topical outline and summative portfolio assessment.
- Inform students about available tutorial hours.
- Maintain accurate attendance records for each student, following positive attendance documentation requirements, and submit grades to the CTE/ROP program administrator.
- Maintain regular communication with the department and students using the FCSS-provided email account and promptly check for updates and announcements.
- Maintain regular communication with the program administrator and/or designated department personnel.
- Participate in course evaluation processes, including student questionnaires, according to the established timelines.
- Refer to and utilize the FCSS Employee Handbook as needed.
- Teach all assigned Admission and Records (A&R) courses at the scheduled meeting times, ensuring compliance with the required weekly student contact hours as defined in the COR and the class schedule.
- Use the approved Learning Management System (LMS) to conduct online courses.
- Use the FCSS CTE/ROP Attendance System for roster certification, student drops, grade submissions, and positive attendance documentation, including individual student contact hours.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.

- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

#### KNOWLEDGE OF:

- Adult Learning theories.
- Best Coaching Practices.
- California Commission on Teacher Credentialing (CTC).
- California CTE Model Curriculum Standards.
- California Standards for the Teaching Profession (CSTP).
- California Teaching Performance Expectations (TPE)
- Common Core State Standards.
- Current industry trends and skills gaps in relevant CTE sectors.
- Curriculum interpretation and application in assigned programs or instructional area.
- Effective classroom management strategies.
- Evidence-based teaching practices, classroom management, and teacher evaluation.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

#### ABILITY TO:

- Design, develop, and revise curriculum aligned with CTE standards and industry needs.
- Develop and implement a variety of assessment strategies to measure student learning.
- Effectively teach and facilitate learning in a variety of formats (e.g., online, in-person, blended).
- Provide guidance and support to new CTE teachers.
- Work effectively with colleagues, administrators, and industry partners.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree preferred.

### **EXPERIENCE:**

- At least three (3) years of experience in a CTE related position.

## **LICENSURE AND OTHER REQUIREMENTS:**

- Valid Clear California Teaching Credential and/ Career Technical Education Instruction Credential.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Learning Management System environment with occasional classroom time.
- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

### **APPROVED:**

Effective: 07/01/2025