



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Instructional Programs Assistant, Career Education

**Class Code: 1389
Work Days: 225**

GENERAL PURPOSE

Support and facilitate the development, coordination, and delivery of in Orange County; and provide responsible support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Provide instructional program support and technical assistance to administrators, member districts, staff, teachers, and other groups affiliated with Career Education and CTE/ROP instructional programs.
 3. Assist with the coordination of activities and services to member districts, including staff development, training, events, and program implementation.
 4. Support the development of curriculum and instructional techniques to supplement the training of instructional staff.
 5. Exchange information with other professionals in the areas of Career Technical Education, K-12, and Community College programs.
 6. Research, organize, interpret, and summarize data; prepare complex reports; develop presentation materials.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

7. Design, produce, and disseminate promotional materials, including brochures, newsletters, media relations kits, annual reports, and other related items.
8. Create and deliver presentations for teachers, staff, and administrators; deliver informational presentations to community members, educational organizations, and industry partners regarding CTE/ROP.
9. Demonstrate attendance sufficient to complete the duties of the position as required.
10. Perform related duties similar to the above in scope and impact, as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Current issues and trends in K-12 public education, Career Education, California ROCs, Academic State Standards and Frameworks, and related federal, state, and local codes and policies.
2. Governmental structure and delivery systems for California's Career Education, CTE and ROP programs.
3. Recent developments, current literature, and sources of information related to Career Education, CTE/ROP and educational programs.
4. Basic operations, services, activities, and guidelines of Career Education, CTE/ROP instructional programs.
5. Modern principles and practices of educational program development and implementation.
6. Competency-based curricula, effective instructional strategies, and performance-based assessment.
7. Local employment trends, industry standards, certifications, and licenses, and other postsecondary options for advanced education.
8. Local educational institutions, businesses, government agencies, and other organizations that support and/or collaborate with Career Education.
9. Modern principles and practices of program development and implementation.
10. Computer technology and software applications at advanced level.

Ability and Skill to:

1. Manage multiple competing priorities efficiently and effectively.
2. Develop and present training materials.
3. Establish and maintain effective working relationships with various constituencies.
4. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.

Ability and Skill to (cont.):

5. Prepare clear and concise correspondence, reports, and other written materials.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
7. Communicate clearly and concisely, both orally and in writing, in English.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in instruction and two years of educational experience or in training-related activities.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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