



**Division of Educational Services  
School of Education  
Designated Subjects Career Technical Education Teaching Credential Program**

## **IPR 3.3 Published Adjunct Experience and Qualifications Requirements**

### **Designated Subjects CTE Credential Adjunct Faculty**

#### **Job Description:**

Plan, organize and provide instruction for a course in the Riverside County Office of Education (RCOE) Designated Subjects CTE Teaching Credential; direct and monitor teaching/learning effectiveness in courses assigned by the Executive Director.

#### **Distinguishing Characteristics:**

Instructors prepare and deliver all educational requirements for the course for which they are assigned. Instructors demonstrate distinguishing characteristics including empathy, compassion, flexibility, reflectiveness, effective communication, organizational management, facilitation, coaching, mentoring, inquiry, collaboration, and accountability to ensure that all program requirements are met both by the program and Designated Subjects Credential-Career and Technical Education candidates, DSC-CTE. Instructors have experience and are knowledgeable, or willing to receive training, in addressing inequitable practices, examining biases, and developing inclusive, culturally responsive educators. Instructors have experience with adult learning theory, supporting and coaching substitute and/or new teachers, as well as demonstrate the ability to utilize contemporary strategies and mixed media technology in their instruction.

#### **Supervision Received and Exercised:**

- Executive Director of the RCOE School of Education

#### **Examples of Duties and Responsibilities:**

Duties and responsibilities may include, but are not limited to, the following:

- Teach a specific course in the RCOE DSC-CTE;
- **Regularly and systematically collaborate with colleagues in P-12 settings, college and university units, and members of the broader education community to improve educator preparation;**
- Prepare, submit, and, distribute syllabus which informs DSC-CTE teacher candidates in writing about course requirements as to assignments, course engagement/participation, fieldwork projects, attendance, and grading policies;
- Utilize a variety of instructional strategies in order to engage DSC-CTE candidates in the learning activities;
- Compile, administer, and grade teacher intern assignments, fieldwork projects, quizzes and examinations and inform DSC-CTE candidates of their progress;
- Plan, prepare, and present relevant lessons that cater to the needs of DSC-CTE candidates which build upon support and assessment procedures and embedded fieldwork activities;
- Provide professional resources and support for DSC-CTE candidates in specific course;
- Monitor timelines, procedures, and reporting requirements of the RCOE School of Education including grade reports, candidate e-portfolios, and deadlines, attendance record reports, and withdrawal deadlines;

- Maintain professional competencies in areas of responsibility; maintain contact with and participate in professional job-related organizations;
- Follow the academic calendar and procedures as outlined in the RCOE in the DSC-CTE Program guidelines;
- Direct the engagement of research and embedded fieldwork activities aligned to course context, Teaching Performance Expectations (TPE's), and California Standards for the Teaching Profession (CSTP);
- Respond to email, phone calls, questions and other inquiries in a timely manner;
- Provide a safe, engaging learning environment for DSC-CTE candidates and be responsible for the security of assigned equipment, materials, and county office classrooms;
- Perform related duties as assigned.

### **Employment Standards:**

Knowledge of:

- Knowledge of Understanding by Design, Problem-Based Learning, Project-Based Learning, curriculum mapping for secondary PLCs, and Advisory Committees;
- California Standards for the Teaching Profession (CSTP), California Teaching Performance Expectations (TPEs), CTE Standards, Industry Standards, California Content Standards, Common Core Standards, and Continuum of Teaching Practice;
- Principles, practices, methods and strategies applicable to instruction, general curriculum, adult learning, and learning activities;
- Knowledge and skill in relation to inequitable practices, examining biases, and developing inclusive, culturally responsive educators;
- Effective teaching, mentoring, and coaching strategies;
- Integrated technologies, including, but not limited to Zoom, Canvas LMS, Google Docs, PowerPoint, Keynote, learning applications for teacher candidates;
- Learning theory, curriculum and assessment, effective facilitation strategies and practices especially related to teacher candidate support;
- Principles and practices of organizational management, course design and development, and information processing;
- 21st Century Skills, including creativity, communication, collaboration, and critical thinking and the importance of integration with next generation students;
- Diverse learning styles and cultural influences in learning;
- Federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility.

### **Ability to:**

Plan, prepare, organize and distribute relevant course syllabus, which informs students in writing about course requirements including assignments, embedded fieldwork, attendance requirements, and grading policies;

- Inform intern teachers of their progress by promptly grading assignments, quizzes, and fieldwork projects;
- Respond promptly to requests of regional office staff;
- Compile, administer, and grade assignments and embedded fieldwork activities that evaluate intern teacher progress;

- Maintain confidentiality in all professional relationships;
- Encourage the use of available research-based best practices, networking with colleagues, and other supportive services available to intern teachers;
- Meet all scheduled classes on time in the assigned locations providing time for contact with CTE teachers prior to and after each session;
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience;
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel;
- Analyze data and situation(s); render judgment, make decisions and solve problems efficiently and effectively;
- Conceptualize new ideas and research-based approaches, integrating them into coursework;
- Maintain and improve professional skills and knowledge;
- Demonstrate a positive attitude, and be flexible;

### **Education and Experience:**

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Minimum Bachelors' Degree; Recommended Master's Degree

Experience:

- Three (3) or more years of successful teaching experience in CTE;
- Extensive experience facilitating a variety of instructional strategies and learning activities;
- Experience teaching adult learners.

Credentials:

- Appropriate California Teaching Credential or equivalent licensure

Work Environment:

The following conditions may be present:

- Online instruction

### **Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by RCOE prior to employment.
- TB testing will be required upon employment.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.