

Metropolitan Education District
Law Enforcement Teacher



Location:	Metropolitan Education District (MetroED) Silicon Valley Career Technical Education (SVCTE) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	SVCTE Principal
Classification:	Contract Teacher, CTA Unit
Date Approved:	8/1984
Date Revised:	8/14/15
Position Control:	#141023, Salary Schedule 3, Range 1, Work Year 184 days

POSITION DESCRIPTION:

Under the direction of Principal, Silicon Valley Career and Technical Education Center, the primary responsibility of the Law Enforcement Instructor is to teach and instruct students in the assigned area of Public Safety in a Career Technical Education environment for career development; to teach students entry-level employment skills for a career in the stated field; to establish and maintain an orderly, safe, and well-disciplined classroom learning environment; and to perform other job-related duties as assigned. This position is under the general supervision of the Principal.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Utilize a variety of effective and professional teaching techniques and methods, which assist student(s) in attaining the performance objectives of the course
- Prepare and present a course of study including program objectives, student performance objectives and lesson plans
- Assist in the preparation of the program budget and be responsible for making requests for materials and supplies not to exceed the amount and types of expenditures set forth in the program's approved budget
- Make provisions for immediate supervision of all students while they are at community training sites
- Document student progress, performance, and other related data
- Assist in student placement activities
- Submit all forms and information needed for attendance accounting and grade reporting
- Assist coordinating administrator in the planning and maintaining of the advisory committees which will include representatives from related business, industry, labor, professional organizations and other public and/or private agencies providing the same or related training and holds a minimum of one meeting during each school year
- Attend staff meetings and other meetings as required by the SVCTE Principal
- Observe the administrative policies for credentialed personnel as set forth by the Governing Board
- Be in attendance on site as required
- Instruct student in the assigned Career Technical Education (CTE) area
- Maintain students' awareness of industries' employment needs and requirements
- Instruct students in appropriate job-seeking and retention skills
- Establish and maintain a well-disciplined and orderly classroom learning environment; observe and evaluate students' work site performance
- Establish and maintain safety policies and procedures for classrooms and work sites
- Evaluate students' performance by assessing needs, testing skills and knowledge, and then communicating results to the student
- Develop, update, and maintain students' training/instructional plans
- Communicate effectively with counselors, administrators, parents, and staff concerning students' progress and program needs

AREAS OF RESPONSIBILITIES/DUTIES (continued):

Essential Functions:

- Evaluate, select, develop, and adapt a variety of appropriate instructional materials
- Promote student and communitywide awareness of the CTE program and recruit students
- Guide students in making career-related decisions
- Instruct students in appropriate entry-level job skills
- Assist students in obtaining employment
- Maintain a variety of complete and accurate records for necessary reports
- May assist in the selection, supervision, and evaluation of assigned instructional assistants
- Maintain and update occupational skills, appropriate industry awareness, and community involvement as it relates to the successful performance, and other required duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Current trends and research related to the practices, training and employment in the field of Public Safety/Law Enforcement
- Effective techniques of student supervision, motivation, retention and discipline
- Effective student testing, evaluation methods and techniques
- Curriculum and instructional materials for assigned subject area
- Teaching strategies and learning modalities
- Methods and techniques of effective presentations
- Subject area(s) appropriate for the class being taught including knowledge of the law enforcement field, crime scene investigation, police procedures, and police administration
- Approved and effective techniques of student supervision, motivation, and discipline
- Approved and effective student testing and evaluation methods and techniques
- Appropriate curriculum and instructional materials for assigned subject area

EMPLOYMENT STANDARDS:

Ability to:

- Maintain effective discipline and order in a classroom or work site environment
- Establish and maintain effective work relationships in the performance of required duties
- Safely and effectively operate a variety of equipment appropriate for the assigned instructional area
- Perform basic math including calculation of fractions, percentages and/or ratios
- Develop "in the community" training sites for students and be responsible for complying with the administrative regulations set forth for such community classroom sites
- Effectively communicate both in written form and orally
- Understand and interpret laws and regulations
- Write lesson plans for individual and group instruction
- Communicate effectively with people of wide ranging backgrounds and educational levels
- Organize environment and instruction to facilitate learning
- Follow SVCTE policies/procedures
- Work effectively as a team member
- Identify the role of Public Safety Officer in history and culture
- Use a variety of appropriate technologies in teaching Law Enforcement
- Demonstrate and teach crime scene investigation, dispatching, accurate record reporting, communications, traffic investigations, first aid, CPR, jail operations, firearms, develop career skills and codes
- Effectively instruct students in technical area(s)
- Establish appropriate learning goals and objectives as well as develop effective lesson plans

EMPLOYMENT STANDARDS (continued):

Ability to:

- Effectively communicate orally and in writing
- Establish and maintain approved and effective discipline and order in a classroom or work site environment
- Guide and advise students regarding assigned technical/vocational area(s); establish and maintain effective work relationships in the performance of required duties
- Establish criteria and evaluate students' progress
- Develop and maintain a variety of administrative records
- Prepare periodic and/or special reports as necessary
- Safely and effectively operate a variety of equipment appropriate for assigned instructional area
- Direct and oversee the work of instructional assistants, as assigned
- Meet the travel requirements from site to site

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

- Ability to develop curriculum and effectively provide instruction
- Current knowledge and experience with industry trends, methodology and practices
- Five (5) years of related work experience
- One (1) year of required experience must be within the last two (2) years

Experience:

- Teaching experience is desirable; preferably in Career Technical Education and/or Regional Occupational Programs (ROP)
- Experience in a public secondary school setting where utilization of required skills, knowledge, and abilities in performing job-related duties and responsibilities is required
- Experience working with industry specific field educational programs, and/or site supervising and managing CTE instructional programs is desired
- Minimum of three years of experience in the field of public safety

Education and Credentials:

- Must possess a valid California Teaching Credential or be able to qualify for one
- Must be able to provide copies of credentials as required for the position or provide evidence of qualifying for required credentials with your application materials
- Bachelor's degree preferred
- Possess or be eligible for a CA Career Technical Education (CTE) Credential with an authorization in Public Services

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments

Expectations:

- The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic with customer-service oriented attitude
- Employees are expected to understand and support the District's mission, strategic objectives, policies and goals
- Skills appropriate to the Law Enforcement field are required to teach students multiple technical tasks associated with the career field

Metropolitan Education District
Law Enforcement Teacher



Expectations (continued):

- Occasionally updating skills in order to meet changing job conditions is required
- Specific skills necessary to satisfactorily perform the functions of the job
- Successful instruction of students in the assigned CTE area
- Effective communication skills are required including written and oral
- Ability to understand and interpret laws and regulations

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature