



EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

1501 West Del Norte Street, West Covina, CA 91790 •(626) 472-5101 •Fax (626) 472-5125

INSTRUCTOR DIRECT SUPPORT PROFESSIONAL - DSP

DEFINITION

Under the direction and supervision of the Director of Post-Secondary Programs or designee, provide certification to individuals that are currently working with developmentally disabled individuals living in licensed community care facilities. The course certification involves a two-tiered 70-hour standardized statewide competency-based training program. This is an hourly "at will" position.

EXAMPLES OF DUTIES

1. Work collaboratively with CDE, DDS, and local regional center(s).
2. Conduct annual evaluation of training according to methods developed by the DDS.
3. Schedule sufficient testing/training dates to meet the needs of the local community.
4. Conduct sessions in a manner that meets the Americans with Disabilities Act requirements.
5. Conduct outreach activities and distribute testing/training schedules to the CCFs, regional centers, and CDE.
6. Utilize only DDS approved testing and training materials.
7. Limit the size of the training sessions to 25 students, unless an additional proctor is provided.
8. Limit the size of the testing sessions to 25 students, unless an additional proctor is provided.
9. Utilize, as necessary, a licensed health care professional to support the instruction of medication management, nutrition, health, wellness, and standard precautions.
10. Forward registration, testing materials, and student satisfaction survey responses for processing within one (1) week of testing.
11. Distribute the training and testing notification materials within one (1) week of receipt to students and care home administrators, as required.
12. Support DSPT trainer and proctor attendance at train-the-trainers and other State required in-service opportunities for up to five (5) days per year.
13. Participate in periodic evaluations of the DSPT program as appropriate.
14. Order and maintain testing and training supplies.
15. Maintain internet resources for trainees.
16. Maintain student records for a period of three (3) years.
17. Provide information to CDE and DDS on local QMS, as required by CDE and DDS.
18. Provide group and individual instruction utilizing the most effective teaching strategies.
19. Evaluate student skill competencies and job readiness and maintain accurate student attendance records.
20. Manage classroom in such a manner as to ensure an environment conducive to learning.
21. Complete and deliver written records and reports as required.
22. Keep abreast of current practices and training methods.
23. Provide instruction that is relevant to current and future work specifications and job opportunities within the occupational or subject area.

24. Teach competencies according to the CDE approved course outline and California CTE standards.
25. Align instruction to facilitate articulation to post-secondary institutions.
26. Develop and maintain a current course syllabus that includes clear and fair grading and assessment procedures based on industry, CTE, and academic standards. A current copy must be contained in the Accreditation/Compliance binder that resides in the instructional classroom.
27. Develop and maintain clear and factual daily lesson plans integrated with instructional goals, academics, and CTE standards.
28. Maintain student files with emergency contact information, class rules, student discipline policy, student work, tests, and other documentation. Keep student files after student has completed the class for reference purposes, in case student grade is questioned.
29. Complete and submit required reports (e.g. student evaluations; student follow-up data; labor market surveys; CDE; etc.) by requested deadlines.
30. Submit complete and accurate attendance and grades by the deadlines set by the Attendance Office.
31. Maintain updated student attendance and grade information in the book provided (any other attendance records used for documentation must be pre-approved by Supervisor).
32. Maintain an updated substitute folder that includes emergency procedures, list of key personnel with phone numbers, lesson plans, bell schedule, dismissal information, class lists for attendance purposes, and other pertinent information for student learning.
33. Organize, coordinate, and use a program Advisory Committee to maintain curricular currency; participate actively in subject matter advisory committee.
34. Provide appropriate Advisors, as required, usually three (3).
35. Attend Industry Sector meetings and participate in planning and implementation of course sequencing for each discipline taught.
36. Attend staff development meetings, other meetings and trainings.
37. Adhere to school and ESGVROP/TC procedures and policies.
38. Perform other job-related duties as required.

QUALIFICATIONS

1. A Bachelor's degree in a related subject area, and a minimum of three (3) years experience providing services and support to individuals with developmental disabilities in the last five (5) years; OR
2. A health professional license and a minimum of two (2) years experience in providing services and support to individuals with developmental disabilities in the last five (5) years; OR
3. A minimum of five (5) years experience providing services and support to individuals with developmental disabilities, with at least three (3) of those in the last five (5) years.

KNOWLEDGE OF

1. Policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities.
2. Critical elements of health and safety practices related to storing, cleaning, and maintaining tools, equipment, and supplies.
3. Procedures for and regulations concerning the handling, storage, and disposal of hazardous materials.
4. Impact of technological developments on the environment.
5. Major local, district, State, and Federal regulatory agencies and entities that affect the industry and how laws and regulations are enforced.
6. ESGVROP/TC policies and procedures as they apply to student record-keeping, field trips, student fees, etc.

7. Regulatory agency laws and regulations.
8. Methods and procedures of operating modern computers and peripherals.
9. Formats and procedures for entering and retrieving various types of data.
10. Correct English usage, grammar, spelling, punctuation, and vocabulary.
11. Oral and written communication skills.
12. Applicable sections of State Education Code, Program Guidelines, and other applicable laws.
13. Interpersonal skills using tact, patience, and courtesy.

ABILITY TO

1. Provide group and individual instruction utilizing the most effective teaching strategies.
2. Communicate effectively by reading, writing, and speaking the English language.
3. Establish and maintain cooperative and professional relationships with supervisors, staff, and students, at all times.
4. Perform routine clerical work; maintain records and meet deadlines.
5. Make routine arithmetic calculations with speed and accuracy.
6. Operate a computer and other office equipment.
7. Understand and follow oral and written directions.
8. Maintain punctuality with minimal absenteeism.
9. Present a professional appearance at all times.
10. Function in situations requiring tact and discretion.
11. Maintain confidentiality.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use hands or fingers, to handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee may lift and/or move 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification work primarily indoors. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Based on education and experience.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.