



Contra Costa County Office of Education

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ROP TEACHER JOB RESPONSIBILITIES OVERVIEW

✓ **ASSESS**—

- Student learning
- Student needs and progress
- Community training needs
- Supply and equipment needs

✓ **TEACH**—

- Specific career competencies and CTE standards
- Safety in class/on the job
- Good work attitudes
- Employability skills

✓ **DEVELOP**—

- An active advisory committee
- A safe, effective learning environment
- A climate that promotes fairness and respect
- Effective curriculum materials and lesson plans that address appropriate CTE standards
- Individualized teaching strategies that reach all students

✓ **ATTEND**—

- Advisory committee meetings
- Subject area meetings/conferences
- Semi annual ROP In-Service meeting and Student Awards Celebration
- WASC committee meetings

✓ **RECORD**—

- Enrollment and daily attendance
- Grades and follow-up information
- Internship community classroom hours and progress
- Inventory

✓ **PROMOTE**—

- Enrollment through recruiting efforts
- ROP as dynamic and responsive to employer needs
- High performance from all students
- Active participation of employers and advisory committee members
- ROP to the public and to fellow educators
- Student recognition

✓ **MAINTAIN**—

- Current teaching credential