

MISSION VALLEY ROP

The Mission Valley ROP has over forty years experience as a leader in career technical education. We operate as a joint powers agreement with Fremont, Newark, and New Haven Unified School Districts. A governing council is appointed from among elected members of participating school district boards.

By combining resources, we are able to offer students and adults in the region a career technical education program which no one district would be able to provide. Courses offered by the ROP augment and extend career technical training efforts by the districts, and prepare students for careers and/or advanced education. Articulation with community colleges allows our students to receive advanced placement or college credits for ROP courses.

We serve 9 high schools as well as an adult population, providing career technical education for approximately 4,000 students each year. While many classes are held at the Mission Valley ROP Career Technical Training Center campus, additional course offerings are conducted on our JPA District high school campuses within classrooms which provide flexible and varied hands-on career technical education opportunities for students.

Funding is provided primarily from state apportionment monies, with additional amounts from grants for special programs and special needs students.

OUR COMMUNITY

Mission Valley ROP serves three cities in the San Francisco Bay Area: Fremont, Newark, and Union City. The cities are a balanced blend of old and new: rich history and modern amenities, residential living and high-tech industry, ample open space and commercial centers. Fremont, Newark, and Union City are located between two major bay area cities, Oakland and San Jose. Within short distances of these cities are San Francisco; scenic coastal beaches from Mendocino south to the Monterey Peninsula; Sacramento Delta; historic vineyards and wineries of Livermore Valley and Napa Valley; and the Sierra Nevada mountains and Lake Tahoe.

Mission Valley

Regional Occupational Program



**5019 Stevenson Blvd.
Fremont, CA 94538
(510) 657-1865**

www.mvrop.org

ROP Coordinator

The deadline for receiving the completed application package is 4 p.m.,
September 4, 2012

Pete Murchison, Superintendent



Mission Valley Regional Occupational Center/Program is an Affirmative Action/Equal Opportunity employer in compliance with title IX and ADA regulations.

OVERVIEW OF THE POSITION

The Mission Valley Regional Occupational Program is seeking an outstanding individual for the position of ROP Coordinator. The ROP Coordinator will assist in a wide variety of educational activities with emphasis in curriculum; program planning and development; teacher evaluations; staff development; grants management; liaison with student services agencies; career guidance services; staff supervision and other duties as required. The Director of Educational Services will provide administrative direction.

DUTIES AND RESPONSIBILITIES

- Provide leadership to teachers in curriculum development and implementation, instruction and staff development; discipline; and special projects.
- Provide leadership to teachers in program research, data analysis and reporting.
- Provide leadership to staff in maintaining legal compliance such as annual follow-up studies and files for cooperative learning and community classrooms.
- Maintain liaison with schools within partnering school districts and appropriate private and public agencies and community organizations.
- Assist teachers in developing and planning, preparation of grants, budgets and proposals.
- Assist in developing and implementing activities to promote ROP.
- Provide supervision to teachers of ROP classes and student services staff, and assist in recruitment and selection of staff in program areas of responsibility.
- Serve as a member of the Administrative Team and other committees as assigned and attend school board meetings as a resource person.
- Duties may include supervision of evening, off-site programs, and summer school.

DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of curriculum development, effective instructional strategies/techniques, program design, assessment, and evaluation.
- Knowledge of career technical education (CTE) and Regional Occupational Program operational principles and techniques
- Excellent interpersonal skills and flexible attitude.
- Effective facilitation, group process and problem solving skills.
- Ability and willingness to: work as a part of a team; establish and maintain positive working relationships; develop and maintain effective liaison relationships with participating school district staff as well as appropriate social service agencies and community organizations; use appropriate technology and to seek resources (local and statewide); communicate effectively both orally and in writing; conduct direct interaction with students for discipline and guidance; and supervise and evaluate classified and certificated staff.

QUALIFICATIONS FOR THE POSITION

Education: Baccalaureate degree or higher from an accredited college/ university preferred.

Possession of a valid California Teaching Credential authorizing teaching at the secondary level, career technical education and/or designated subjects vocational credential at the high school and adult level and an appropriate valid California Administrative Services or Designated Subjects Supervision and Coordination Credential required.

Experience: Minimum of three (3) years of successful teaching experience. Minimum of two (2) years of successful administrative or supervisory experience that correlates to the skills, knowledge, and abilities required to be successful in this position. Experience in ROP preferred. Business or industry experience is preferred.

SALARY

The successful candidate will be placed on the appropriate range and step of the salary schedule. The 2012-13 salary is:

\$98,135 - \$117,591

12 month position: 226 workdays/year
Stipend for bachelors, masters and doctorate degrees

BENEFITS

Optional benefits include medical, dental, and vision plans. Retirement plans include participation in STRS or PERS.

APPLICATION PROCEDURE

Applicants must be certain that all of the following materials are completed and received by the Mission Valley ROP office by 4 p.m., September 4, 2012. Requested information should be sent to:

*Kelly Castaneda, Personnel Technician
Mission Valley ROP
5019 Stevenson Blvd.
Fremont, CA 94538*

(Note: Documents may not be faxed or emailed)

- 1) Application for Employment (Mission Valley ROP Job Application)**
- 2) Letter of Application**
- 3) Personal Resume**

Candidates must have letters of reference available upon request.

SELECTION PROCESS

Applicants who possess the most extensive and relevant experience and abilities for the position will be invited for a panel interview evaluation. The interview panel will provide the Superintendent with the top candidates for the final selection.