

# CC/CVE INSTRUCTOR RESPONSIBILITIES

Teach Related Class

Assist in Career Planning and Guidance

Locate and Select Training Sites

Conduct Training Site Visits

Community Classroom:

Once every 3 weeks

Observe student every visit

Document observation

Cooperative Vocational Education:

Once every 4 weeks

Observe student every other visit

Document observation

Prepare Individualized Training Plans

Monitor and Evaluate Students

Maintain Records