



## **“So you’ve agreed to teach an ROP class – now what?”**

Regional Occupational Programs (ROP) are delivered through 73 local agencies throughout the state of California. ROP classes are designed to prepare students for entry-level employment and post-secondary training and education. ROP teachers are actively recruited from business, industry, government, non-profit organizations, and educational institutions. The diverse background and experience brought to the ROP classrooms are one of the strengths of the program. Most ROP classes include significant amounts of skill application, work-based learning, and external venues for student learning and practice. The unique nature of ROP helps explain why there are several distinct benefits available to ROP instructors and a few additional duties and responsibilities essential to ROP success.

### **Benefits to ROP Instructors**

#### Funding

All funds generated by ROP student attendance must be expended on ROP program costs. Teacher salaries and benefits, supplies, equipment, professional development, field trips, student support services, and marketing/recruiting are all fully funded. Local member districts often dedicate additional funding to ensure that ROP classes are equipped with current technology.

#### Instructional Materials and Equipment

ROP classes are usually able to maintain sufficient supplies and purchase modern equipment due to the separate funding source from the state. Budgets are developed at each site. Work with your site supervisor to ensure that your classes are included in both short-term and long-term budget planning and prioritizing.

#### Professional Development

ROP teachers are able to access additional opportunities for professional growth. Many of these opportunities are local, but some are regional, state level, or even at the national/international level. Budgets for travel and conferences are developed at the site. Work with your site specialist to develop personal growth plans that are in alignment with local priorities.

#### Curriculum Development

ROP teachers have local, state, and national resources available to review, revise, and align their courses with current trends and strategies. SCROP personnel are available to work with ROP teachers to review their curricula on request. One of the state guidelines is that all labor market information and advisory committee input is reviewed at least every other year. The ROP Special Projects Coordinator is available to assist with this review. A comprehensive career and technical library is available for your use at the ROP office, open daily from 8:00 – 4:30 p.m., other hours by appointment. Several websites can also be helpful: [www.carocp.org](http://www.carocp.org); [www.cde.ca.gov](http://www.cde.ca.gov).

#### Marketing and Promotional Support

The state association for ROC/P’s and SCROP may provide materials and information that can be used to recruit students and advisory committee members. Marketing materials that are available through your site specialist may include: Career Pathways brochures, Course Catalogs, pencils, posters (large & small), stickers, and, occasionally, raffle/door prizes – shirts, mugs, portfolios, and tote bags.

#### Professional Association

The California Association of Regional Occupational Centers and Programs (CAROCP) works at the regional and state level to advise the state legislature of the needs of the centers and programs statewide. Additional professional development opportunities are available through association meetings, workshops, conferences, and conventions. Announcement of these events will be provided via your site specialist. Membership information is included in the SCROP Faculty Handbook.

## Scholarships

SCROP students are eligible to apply for many scholarships to assist with further education/training or entry into the job market. Detailed information will be provided via your site specialist. It is a good idea to include portfolio development as part of your course requirements so that all students are prepared to compete for scholarships offered.

## Student Support Services

ROP students are eligible for additional career guidance and learning support services. These services may include career aptitude and inventory assessments, tutoring, referral to specialized service agencies, and purchase of equipment needed to comply with Individual Educational Plans (IEP's) or the Americans with Disabilities Act (ADA).

### **Additional Responsibilities of ROP Teachers:**

#### Credential

ROP teachers are able to obtain California Teacher Credentials in several different ways. The traditional teacher preparation approach through a four-year degree program works in some cases. This is called the Single Subject Credential. It includes those teachers prepared for careers in the broad areas of agriculture, business, industrial technology, and health, family, and consumer sciences. Another route to obtain a credential that allows teaching in ROP classes is through the Designated Subjects Vocational Education Credential. This path allows recent work experience to substitute for a bachelor's degree in order to obtain a preliminary teaching credential. A specific program of teacher training in-service courses is required to obtain a clear credential. Specific requirements and procedures to obtain a valid teaching credential are available through the SCROP office or [www.ctc.ca.gov/credential/info](http://www.ctc.ca.gov/credential/info). Courses are available on-line or locally at Salinas Adult School; MetroED, San Jose; or UC Berkeley extension.

#### Attendance

ROP classes are funded through a separate state fund that requires that a very specific procedure be used to collect hourly attendance data. At most sites attendance is taken and tabulated through a computerized data collection system. The attendance reports are returned to the ROP teacher who then inputs the data into the SOCRATES data collection system. The back-up documentation is signed to verify that it is correct and then forwarded to the SCROP office via the site specialist. At a few sites, without a computerized attendance accounting system, the ROP teacher loads the data from the class attendance/grade book directly into the SOCRATES system. The completed attendance reports are compiled onto data diskettes and returned to the ROP office. The attendance is then downloaded into the main collection system. Diskettes or files are then returned to the teacher for collection of the next month's attendance. Individual training on these procedures is available from the site specialist or the SCROP office.

**Accurate and on-time attendance records are essential to the ROP budget. If you have any questions regarding attendance procedures, please contact the SCROP office.**

#### Certificates

Each ROP course issues certificates of completion to those students who successfully complete the course. These certificates include a list of skill competencies that the student has mastered on the reverse side of the document. Collection of data for these certificates is done near the end of the class. The teacher completes a pre-printed Scantron sheet for each potential completer. Completer definitions and procedures are supplied with the Scantron sheets. After the sheets are completed by the teacher they are forwarded to the SCROP office via the site specialist. Certificates of Completion are then prepared and returned to the teacher who signs them and distributes them to the students. Copies of these forms and certificates are included in the Handbook. Please post a copy of the certificate in your classroom.

#### Inventory

State law requires that the inventory of equipment purchased by ROP funds be updated yearly. Each teacher is provided a list of the equipment that was purchased for the program at each site. Physical verification that the

equipment is in the designated place and in good repair must be done for every item on the inventory list. Completed inventory lists are then returned to the SCROP office via the site specialist.

### Business and Industry Partners

#### Communications:

ROP strives constantly to acquire and maintain relationships with local business and industry. A monthly newsletter is mailed to all industry connections. To assist with this mailing, ROP instructors are asked to submit a list of names and addresses of all businesses associated with their programs.

#### Advisory Committees:

Under current California state law each ROP program is required to obtain input from external Advisory Committees for program improvement, labor market information, and curriculum revision. Detailed information on how to work with your Advisory Committee is included in the Handbook. Requirements include:

- 1) Two meetings be held during the fiscal year; most programs hold one in the Fall and one in the Spring
- 2) Minutes of the meetings must be submitted to the SCROP office. Combined meetings with teachers from other sites are encouraged. Some combined meetings between SCROP and Santa Clara County ROP-North (NCROP) may be organized and conducted by ROP personnel.

### [Where can I go for help?](#)