



ROP TEACHER JOB RESPONSIBILITIES

- ✓ Enroll students
- ✓ Create and maintain a safe, effective environment for student learning
- ✓ Establish a climate that promotes fairness and respect
- ✓ Take attendance and maintain daily records
- ✓ Plan instruction and design learning experiences for all students
- ✓ Adhere to State and County curriculum guidelines
- ✓ Assess student learning
- ✓ Maintain records of student progress
- ✓ Report grades and credits
- ✓ Report student follow-up information
- ✓ Monitor student use of technology
- ✓ Include safety unit and job search unit in lesson plans
- ✓ Maintain teaching credentials
- ✓ Attend semiannual ROP Teacher In-Services—Fall and Spring (Mandatory)
- ✓ Develop an Advisory Committee of representatives from business/industry and conduct a yearly meeting
- ✓ Collect and turn in adult student fees