

# STAFF PERSONNEL REPORT

Submit this report for each person employed in an administrative capacity at the school.

<b>School:</b>	EmGee School of Demonstrations (Fresno Campus)	<b>School Number:</b>	M000001
<b>City:</b>	Fresno	<b>State:</b>	CA
		<b>Zip Code:</b>	93333

<b>Employee's Name:</b>	Smith, John R	<b>Title:</b>	Instructor
<b>Date of initial employment:</b>	11/1/2005	<b>Years in Current Position:</b>	2.6
		<b>Full-time</b>	<b>Part-time</b>
		X	

**Responsibilities:** Instruct students in the Electronic Communication Support Technician program, communicate class content so that learning occurs, skills are developed, and students are motivated to continue to learn and to achieve their educational objectives.

**PLEASE PROVIDE A NARRATIVE EXPLANATION OF QUALIFICATIONS FOR ROLE IN THE SCHOOL:**

I am Microsoft Office User Certified, and have a background in office administration.

ALLOCATION OF TIME	Hours in a Typical Week		
	Morning Hours	Afternoon Hours	Evening Hours
Administration	4	0	0
Teaching	0	18	18
Student Advising	0	0	0
Other Duties	0	0	0
<b>TOTAL HOURS</b>	<b>4</b>	<b>18</b>	<b>18</b>

**POSTSECONDARY EDUCATIONAL BACKGROUND**

School - City, State	From Mo/Yr	To Mo/Yr	Area of Study	Type of Credential Earned - Date	Copy on File-Y/N
Fresno Vocational Technical Institute - Fresno, CA	5/01	6/02	Electronics	Diploma - 6/02	Y

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## PRIOR WORK EXPERIENCE:\*

Company - City, State	From Mo/Yr	To Mo/Yr	Job Title and Duties
Valley Electronic Repair - Fresno, CA	6/01	7/04	Electronic Technician - Repair Consumer Electronics

\*Administrators who teach in the school should ensure to provide information which demonstrate prior practical work experience related to the subjects taught as required by *Section III, Substantive Standards, Standards of Accreditation*

## EDUCATIONAL, ADMINISTRATION, MANAGEMENT, AND LEADERSHIP EDUCATION AND TRAINING:

Institution and/or Program - City, State	From Mo/Yr	To Mo/Yr	Nature of Training or Certification Received	Copy on File-Y/N

## FOR ADMINISTRATORS WHO TEACH IN THE SCHOOL:

Courses Taught (indicate course type w/X)	Non-Degree Course	Associate Level Course	Bacc. Level Course	Graduate Level Course	Applied Gen. Ed.	Gen. Ed.
Electronic Communication Support Technician	X					

**INSTRUCTOR TRAINING** (i.e., training, preparation and continuing education in instructional methods and teaching skills for residential and/or distance education faculty - See *Sections III and IX, Substantive Standards, Standards of Accreditation*)

School/Training Site - City, State	From Mo/Yr	To Mo/Yr	Name and Nature of Training/Education/Certification Received	Copy on File-Y/N
EmGee School of Demonstrations (Fresno Campus) - Fresno, CA	06/08	06/08	Teacher Effectiveness	Y

## LIST LICENSES AND CERTIFICATIONS AND PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS:

California Certified Instructor  
Electronics Union

## LIST CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT ACTIVITIES:

College courses in Electronic Engineering

By submitting this report to ACCSCT, both the school and the faculty member certify that the information contained herein, attached hereto, and maintained on file with the school is correct and that the faculty member's qualifications comply with the applicable *Standards of Accreditation*.