

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS VOCATIONAL INSTRUCTOR

POSITION CODE: 09879

Effective: 4-1-17

DISTINGUISHING FEATURES OF WORK:

Under general supervision, provides vocational instruction to students in a correctional setting, to facilitate entry into a recognized vocation or trade; teaches practical knowledges and workplace skills using current instruction methods and techniques to educate, train, and prepare students for employment; adapts training materials to structure a lesson plan and provide a systematic course of instruction; monitors and evaluates student progress and program efficacy; provides encouragement and direction in resolving occupational and vocational-related questions; prepares individual reports and maintains program records.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Coordinates classroom instruction with occupational work experience to develop students' relevant practical job skills and knowledge; participates in the formulation of policies and procedures for vocational school programs in a correctional facility; complies with agency and facility safety and security protocols and directives.
2. Provides instruction in a vocational subject such as carpentry, automotive mechanics, auto body repair, welding, computer repair, machinist, nail technology, industrial sewing, baking, meat processing, business occupations, or other trades and vocations requiring a specialized body of practical knowledges and skills.
3. Assembles necessary shop equipment and organizes training materials; systematically instructs according to lesson plans or teaching outlines, coordinates curriculum, schedules, and individual assignments with other facility routines; requisitions, monitors, and inventories tools, supplies, and materials.
4. Develops program and student evaluative measures and reports; maintains cumulative achievement records on each student including subjects studied, progress reports and work histories.
5. Advises and guides students regarding skill-enhancing shop or trade practices and techniques.
6. Receives and participates in continuing education to keep abreast of changes in the field of vocational education and instruction.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CORRECTIONS VOCATIONAL INSTRUCTOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge skill and mental development equivalent to the completion of four years of high school.

Requires two years of practical journey level experience in the trade or occupational area for which instruction is given.

Requires completion of an approved course in correctional officer training within six months of employment.

Knowledges, Skills and Abilities

Requires extensive knowledge of the practices, methods, tools and materials of one of the trades commonly taught in vocational education.

Requires ability to maintain discipline, safety, and an effective learning environment.

Requires ability to use tools, materials and equipment of the trade in which instruction is being given, and to instruct others in the proper, safe and skillful use and/or operation of same.

Requires ability to prepare reports and evaluate training progress using suitable performance measures.

Requires ability to maintain effective working relationships with co-workers.

Requires ability to comply with all facility and agency safety and security measures.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.