

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VOCATIONAL INSTRUCTOR

POSITION CODE: 48200

Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under general supervision, provides occupational instruction in a specific vocation, providing both the necessary practical knowledge and marketable work skills to facilitate student entry into a recognized vocation or trade; adapts training materials to structure a lesson plan and provide a systematic course of instruction; evaluates student progress, preparing individual reports and maintaining program records.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Coordinates classroom instruction with industrial work experience to develop practical job skills and knowledge in students; participates in the formulation of policies and procedures for vocational programs.
2. Provides instruction in a vocational subject such as carpentry, automotive mechanics, plumbing, welding, radio-television-appliance repair, motor repair, photography, printing, industrial sewing, shoe repair, baking, keyboarding, stenography or other trades and vocations requiring a specialized body of practical knowledge and skills.
3. Assembles necessary shop equipment and organizes training materials so that instruction follows a lesson plan or teaching outline, and is thus presented systematically; coordinates curriculum, schedules and individual assignments with other facility routines.
4. Develops program and student evaluative measures and reports; maintains accumulative achievement records on each student including subjects studied, progress reports and work histories.
5. Advises students on individual problems of shop or trade practices to develop and improve their work skills.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

VOCATIONAL INSTRUCTOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

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

Knowledge, 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 the tools, materials and equipment associated with the particular trade, and instruct others in their proper and skillful use.

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

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.