

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS VOCATIONAL INSTRUCTOR

POSITION CODE: 09879

Effective: 9-1-11

DISTINGUISHING FEATURES OF WORK:

Under general supervision, provides occupational instruction in a specific vocation in a correctional or juvenile justice facility, providing both the necessary practical knowledges 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 didactic with industrial work experience to develop practical job skills and knowledges in students; participates in the formulation of policies and procedures for vocational school programs in a correctional facility.
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 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 cumulative 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. Receives and participates in continuing education to keep abreast of changes in the field of vocational 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 two years of practical journeyman experience in the trade or occupational area for which instruction is given.

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

School district positions, as defined in position records and job posting, additionally require an appropriate certification issued by the State Board of Education. Any one of the following certificates will meet this requirement:

Provisional Vocational Certificate, Type 35

Temporary Provisional Certificate, Type 36

Teaching Certificate, Type 09

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 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 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.