

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS VOCATIONAL SCHOOL SUPERVISOR

POSITION CODE: 09880
Effective: 3-16-76

DISTINGUISHING FEATURES OF WORK:

Under direction, plans, develops and supervises the vocational education program in a state correctional institution; advises, consults and supervises instructors regarding educational problems; prepares training materials; coordinates vocational training with other institution activities; performs custodial duties as required or assigned.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Confers with administrative staff regarding maintenance and enlargement of the vocational program.
2. Prepares curriculum and courses of study for trade instruction.
3. Visits classrooms, consults and advises instructors regarding methods and techniques of instruction.
4. Supervises and participates in instruction programs, including classroom theory in mechanical arts, shop mathematics, drafting and other designated subjects.
5. Confers, counsels and advises students concerning vocational problems.
6. Prepares periodic evaluation of progress of vocational school program.
7. Performs custodial duties.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CORRECTIONS VOCATIONAL SCHOOL SUPERVISOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college in vocational education.

Requires one year professional instructional or vocational experience.

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

Knowledges, Skills and Abilities

Requires extensive knowledge of the techniques of instruction and organization of course content in trade school instruction.

Requires extensive knowledge of vocational subjects and their place and value in an educational program for special groups such as the handicapped or delinquent.

Requires extensive knowledge of institutional rules, regulations and requirements for the control of residents.

Requires ability to plan and layout work according to requirements of assignments and to lead residents by example and instruction.

Requires ability to supervise and maintain a vocational training program.

Requires ability to enforce disciplinary, safety, security and custodial measures for the control of residents.

Requires ability to use firearms.