

CORRECTIONAL TRAINER

Nature of Work: Under general supervision, performs full-performance level work in developing and instructing courses of staff development and training in an established corrections training unit. Provides orientation, in-service and specialized training for employees of the Division of Corrections and correctional officers in other agencies. May be assigned to provide training inside an institution which may involve a degree of bodily danger. Work may involve traveling to an institution. Performs related work as required.

Examples of Work

Instructs students in a classroom setting or on-the-job in various courses of staff development and training, such as basic and in-service training, security procedures, search and seizure, and firearms.

Plans, coordinates and schedules training classes.

Develops instructional material and teaching aids; updates training materials to reflect current developments.

Assigns individuals to needed classes, evaluates their progress and makes individual recommendations based on performance.

Maintains accurate, individual training records; provides certificates to individuals.

Maintains inventory of supplies and training equipment.

Prepares reports for supervisor on summary of training classes.

Meets with administrators to discuss training plans and/or recommendations for improvement of courses.

Assists in the development and application of needs assessment techniques for correctional training.

Assists Emergency Response Teams.

Knowledge, Skills and Abilities

Knowledge of the policies, procedures, and regulations of the Division of Corrections and the assigned institution.

Knowledge of the principles and practices of the correctional facility.

Knowledge of principles and practices of curriculum development and instructional methods.

Skill in the use of self-defense techniques and in handling weapons.

Ability to develop and implement effective and relevant lesson plans.

Ability to organize and present information effectively, both orally and in writing.

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CORRECTIONAL TRAINER (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to develop and implement evaluation and testing of students.

Ability to establish and maintain an effective working relationship with students, other instructors, and supervisors.

Ability to operate and maintain training equipment.

Minimum Qualifications

Training: A Bachelor's Degree or an Associate Degree from an accredited college or university.

Substitution: Two years of experience in a correctional setting may substitute for the required training.

Experience: Three years of full-time or equivalent part-time paid employment as a correctional employee or in a related field.

Substitution: Successfully completed study in criminal justice, corrections, behavioral sciences, or related field from an accredited college or university may be substituted for the required experience on a year-for-year basis.

Established: 8/19/93
Revised: 5/1/94, 3/1/96, 11/8/99
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