Nature of Work
Under general supervision, performs skilled work at the full-performance level training clients or residents of a state facility in a specific area of assignment as part of a state program which includes an organized agenda of practical and vocational instruction. Lessons involve practices, methods, processes, terminology, demonstration and practice of skills required. Work is in a designated specialty area such as: appliance repair, automotive repair, body and frame repair, cosmetology, ceramics, drafting, electronics, floral design, food service, graphic arts, grounds maintenance, heating, air conditioning and refrigeration, horticulture, nurses aide, or sheet metal. Performs related work as required.

Examples of Work
Instructs clients or residents through lectures and demonstrations of the methods and techniques of the trade; and by use of audio-visual and tactile aids.
Plans a program of practical and technical instruction to meet individual and group educational needs.
Counsels and instructs client in the habits of daily living and work routines to aid client in making satisfactory personal and vocational adjustment.
Administers tests to evaluate client's progress; interprets results and issues progress reports to other members of teaching staff, counseling staff and parents.
May conduct job try-outs to determine student's potential for success in a particular vocational field.
Confers with other members of teaching staff to discuss problems and make adjustments to programs to eliminate potential barriers to clients' educational, physical and social adjustment.
May repair, adjust and alter equipment and tools of the trade. May estimate materials needed for inventory and specific jobs, including cost.

Knowledge, Skills and Abilities
Knowledge of curriculum development and occupational or trade instructional techniques.
Knowledge of the safety practices of the trade.
Knowledge of testing techniques and evaluation of results.
Skill in the trade taught and the operation and maintenance of the tools and equipment necessary to teach the trade.
Ability to keep class records and write reports.
Ability to establish and maintain effective working relationships with clients and teaching staff.
Ability to estimate materials needed for inventory and specific jobs, including cost.
INSTRUCTOR, VOCATIONAL  (CONTD)

Minimum Qualifications

TRAINING  Graduation from a standard high school or the equivalent.

EXPERIENCE  Four years of full-time or equivalent part-time paid employment as a tradesperson or instructor in the area of assignment.

SUBSTITUTION  Graduation from an accredited four-year college or university with a major in the area of assignment may substitute for the required experience, or successful completion of an approved program of at least 1,080 hours in the area of assignment from a commercial school, secondary vocation-technical school or a school of comparable level may substitute for the required experience on a year-for-year basis.

AREAS OF ASSIGNMENT FOR INSTRUCTOR, VOCATIONAL

Appliance Repair
Arts and Crafts
Art and Drawing Related
Auto Mechanics
Auto Body Repair
Auto Body Painting
Braille
Building and Grounds Maintenance
Carpentry and Masonry
Commercial Photography
Cosmetology
Data Processing/Computer Programming
Deaf/Blind Education
Diesel Mechanics
Draft and Design
Drafting
Drafting and Design
Electronics
Food Crafts
Food Preparation
Food Service
Forestry
Grounds and Landscaping
Heating, Ventilation, and Air Conditioning
Horticulture
Hotel/Motel Janitorial
Industrial Repair
Industrial Electronics
Nursing Aide
Orientation and Mobility
Plumbing
Practical Nursing
Refrigeration Mechanics
Radio and TV Repair
Retailing
Sheet Metal
Tailoring
Transmission Repair
Upholstery
Vocational Business Education

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Effective: 8/16/92