

INSTRUCTOR, VOCATIONAL**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

Established: 7/16/92
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