

Job Classification Specification

Jobcode Data

Effective Date Job Code 071525 Status A Reg/Temp Preferred

Description DOC VOCATIONAL INSTRUCTOR

Minimum Salary Range \$4627.00 Maximum Salary Range \$8231.00

Job Classification Specification

Effective Date 07/05/2023

SUMMARY

Summary: Under general supervision, is responsible for sub professional vocational instruction work of average difficulty; and performs related work as required.

Distinguishing Features: An employee in this class is responsible for instructing rehabilitation and correctional students in vocational training in order to prepare them to re-enter the job market.

RESPONSIBILITIES

Training and Teaching Others:

1. Teaches job adjustment and living skills, and helps clients find places of employment.
2. Identifies the educational needs of others, develops formal educational or training programs or classes, and teaches or instructs others.

Evaluating Information to Determine Compliance with Standards:

1. Applies relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
2. Maintains familiarity with information on policies and procedures to comply with laws, regulations, and standards.

Coaching and Developing Others:

1. Identifies the developmental needs of others and coaches, mentors, or otherwise helps others to improve their knowledge or skills.

Repairing and Maintaining Mechanical Equipment:

1. Services, repairs, adjust, and tests machines, devices, moving parts, and equipment that operates primarily on the

basis of mechanical (not electronic) principles.

Controlling Machines and Processes:

1. Maintains and monitors the safety of clients.
2. Maintains and operates a variety of equipment in compliance with policy and industry standards.

Resolving Conflicts and Negotiating with Others:

1. Handles complaints, settles disputes, negotiates with others, and resolves grievances and conflicts in a professional manner.

Getting Information:

1. Assesses data and clients' ability to perform tasks.
2. Observes, receives, and otherwise obtains information from all relevant sources.

Repairing and Maintaining Electronic Equipment:

1. Services, repairs, calibrates, regulates, fine-tunes, or tests machines, devices, and equipment that operates primarily on the basis of electrical or electronic (not mechanical) principles.

Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment:

1. Provides documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.

Monitoring and Controlling Resources:

1. Monitors and controls resources and oversees the spending of money.

Inspecting Equipment, Structures, or Material:

1. Inspects equipment, structures, or materials to maintain functional use and to identify the cause of errors, other problems, or defects.
2. Performs preventive maintenance on equipment, structures, and materials.

Performing General Physical Activities:

1. Performs physical activities that require using and moving the whole body, such as climbing, lifting, balancing, walking, stooping, installing and handling of materials with reasonable accommodations as required.

Operating Vehicles, Mechanized Devices, or Equipment:

1. Operates, maneuvers, navigates, or drives vehicles or mechanized equipment such as forklifts and passenger vehicles as required.

Documenting/Recording Information:

1. Prepares a variety of records and reports such as attendance records, progress reports, and discipline reports.
2. Enters, transcribes, records, stores, or maintains information in written or electronic form.

Performing Administrative Activities:

1. Performs day-to-day administrative tasks such as maintaining information files and processing paperwork.

Estimating the Quantifiable Characteristics of Products, Events, or Information:

1. Estimates sizes and quantities, and determines time, costs, resources, or materials needed to perform a work activity.

Thinking Creatively:

1. Develops and creates new methods of instruction, relationship building, systems, or products to address client needs.

Analyzing Data or Information:

1. Interprets data to determine, develop, and identify individualized plans for clients.
2. Provides the necessary tools, materials, and activities for evaluation purposes.

Provide Consultation and Advice to Others:

1. Provides guidance and expert advice to management or other groups on technical, systems, or process-related topics.

Making Decisions and Solving Problems:

1. Recognizes and solves problems by developing a plan of action to identify the best resolution.

Developing Objectives and Strategies:

1. Establishes long and short term objectives and specifies the strategies and actions to achieve them.

Interpreting the Meaning of Information for Others:

1. Translates or explains what information means and how it can be used.

Updating and Using Relevant Knowledge:

1. Keeps up-to-date on products, techniques, services, and industry standards while applying current knowledge relevant to the job.

Scheduling Work and Activities:

1. Develops specific goals and plans to prioritize, organize, and accomplish work.
2. Schedules events, programs, and activities, as well as coordinates work with others.

Interacting With Computers:

1. Uses computers and computer systems to enter data or process information.

Identifying Objects, Actions, and Events:

1. Identifies information by categorizing, estimating, recognizing differences or similarities and detects and adapts to changes in circumstances or events.

Communicating with Persons Outside Organization:

1. Communicates with persons outside the organization representing the organization to customers, the public, government, and other external sources; exchanges information in person, in writing, by telephone or by e-mail.

Establishing and Maintaining Interpersonal Relationships:

1. Develops constructive and cooperative working relationships with others and maintains them over time.

Communicating with Supervisors, Peers, or Subordinates:

1. Provides information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
2. Attends various staff and professional meetings.

QUALIFICATIONS

Education and Experience: Possession of certification by the Tennessee Department of Education in a specialty area.

Necessary Special Qualifications: *Applicants for this class must:*

1. Applicants for this class must be certified by the Tennessee Department of Education to teach in a specialty area.

Examination Method: Education and Experience, 100%, for Preferred Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

COMPETENCIES

Competencies:

1. Problem Solving
2. Organizing, Planning
3. Time Management
4. Action Oriented
5. Written Communications
6. Listening
7. Self-Knowledge

Knowledge:

1. Administration and Clerical
2. Building Construction and Design

3. Communication Techniques
4. Computers and Electronics
5. Customer and Personal Service
6. Education and Training
7. Mathematics
8. Mechanical
9. Production and Processing
10. Psychology

Skills:

1. Active Learning and Listening
2. Critical Thinking and Problem Solving
3. Learning Strategies
4. Mathematics
5. Monitoring
6. Reading Comprehension
7. Speaking
8. Writing
9. Coordination
10. Instructing
11. Negotiation and Persuasion
12. Service Orientation
13. Social Perceptiveness
14. Maintenance, Repair and Troubleshooting
15. Equipment Selection
16. Monitoring and Controlling Operations
17. Judgment and Decision Making
18. Management of Financial and Material Resources
19. Time Management

Abilities:

1. Category Flexibility ? Use different sets of rules for combining or grouping things in different ways
2. Deductive and Inductive Reasoning
3. Fluency of Ideas
4. Mathematical Reasoning
5. Memorization
6. Oral Comprehension and Expression
7. Originality
8. Problem Sensitivity
9. Selective Attention
10. Time Sharing
11. Written Comprehension and Expression
12. Manual Dexterity
13. Multilimb Coordination and Flexibility
14. Rate Control and Reaction Time
15. Stamina
16. Far, Near, and Peripheral Vision
17. Recognition of Speech and Clarity

TOOLS & EQUIPMENT

1. Computer
2. Telephone
3. Multi-Functional Printer
4. Multi-Media Equipment
5. Electrical, Power, Hand, and Battery-Operated Tools
6. General Hardware
7. Safety Equipment
8. Adaptive & Low-Vision Equipment (If Applicable)
9. Culinary Equipment (If Applicable)
10. Automotive Repair Equipment (If Applicable)
11. Motor Vehicle (If Applicable)
12. Additional Trade-Specific Equipment As Needed