



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CORRECTIONAL VOCATIONAL TRAINER	32	B	5.225

Under general direction, instruct inmates in a discipline or field and direct the production of goods or services.

Instruct inmates in a discipline or field by providing both written instruction and practical training in order to teach vocational skills and processes, use of equipment, appropriate health and safety measures and work ethics and attitudes.

Instruct or tailor coursework and practical work to inmates meeting the facilities criteria for the training; submit reports to administrator to report on the inmate’s progress on the course and on the inmate’s cooperation and attitude in the assigned area; create instructional material as needed when prepared material is unavailable.

Oversee inmates in the assigned area to determine if there are enough personnel to accomplish assigned tasks, participate in selecting replacements as needed, and ensure their safety and accountability at all times.

Oversee the area of the prison assigned to ensure that the purpose/function of the area is provided to the inmates and staff of the facility per agency policy and procedures; orders stock, materials, equipment and repairs in order to maintain the functions of the area.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: One year of journey level experience in the field to be taught; **OR** an equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Knowledge of: safety precautions associated with field of instruction. **Ability to:** foster a learning environment that will help the inmate become proficient in the area of instruction; establish and maintain instructional relationships with persons of various social, cultural, economic, and educational backgrounds; understand the subject matter to prepare lessons and comprehend agency policy and procedure; prepare written evaluations and progress reports on inmates; maintain appropriate records; use equipment specific to the field of instruction. **Skill in:** the field being taught.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Knowledge of: agency rules and regulations regarding the custody of inmates. **Ability to:** oversee inmates including organizing projects to accomplish objectives; evaluating inmate effectiveness; training at different levels; and delegating responsibility to inmates as appropriate; motivate inmates; maintain order while teaching and overseeing inmates; account for inmates at all times; notify the appropriate superior in the event of an incident; communicate with inmates to convey subject matter in the field and the expectations of inmates.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.225

ESTABLISHED: 7/1/91P
7/6/90PC
REVISED: 2/6/15UC