



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>
VOCATIONAL EDUCATION INSTRUCTOR	33	B	5.112

Under general supervision, Vocational Education Instructors instruct students of varying ages and educational level in one or more of the vocational skills.

Instruct students in a discipline or field by providing both classroom instruction and hands-on training (on the job training) to teach vocational skills, work ethics and appropriate safety for the skill; evaluate student's progress through written and oral assignments and practical work evaluation to assess progress towards educational goals; evaluate students on quality of work, initiative, attitude, ability to follow instructions and peer relations to assess progress toward attitudinal goals.

Create and/or provide instructional materials and course objectives to meet the needs of the student and the approval of administration; schedule classroom and practical work to meet the needs of students and to coordinate availability of facilities.

Supervise and maintain accountability of all assigned students to ensure their safety and security at all times; write incident reports to notify administration of accidents, injuries, and runaways.

Maintain records for all students as to attendance, grade, and any problems to provide school administrators' reports as required; write treatment reports to update treatment team on students' progress.

Submit budget proposals for the course to inform the administration of costs for materials and equipment necessary to maintain the course and area of assignment; provide services to the agency that are associated with the course.

Coordinate with administration, vocational instructors and other staff to ensure program continuity and to meet time frames.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

EDUCATION AND EXPERIENCE: Possession of a Special Occupational Business and Industry license issued by the Nevada Department of Education. *(See Special Requirement)*

ENTRY KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):
Working knowledge of: safety precautions associated with field of instruction. **Ability to:** foster a stimulating, accepting, learning environment that will help the student in his career; supervise students; organize classroom

MINIMUM QUALIFICATIONS (cont'd)

ENTRY KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application): (cont'd)
projects; evaluate student effectiveness; train students at different levels; delegate responsibility to students as appropriate; motivate students; establish and maintain positive relationships with persons of various social, cultural, economic, and educational backgrounds; maintain order while teaching and supervising students; read subject matter sufficient to prepare lessons and comprehend agency policy and procedure; write sufficient to prepare progress reports on students; communicate with students to convey subject matter in field and expectations as students; use equipment specific to the field of instruction; work independently with minimal direct supervision. **Skill in:** the field being taught.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: current periodicals and publications that pertain to subject matter; agency rules and regulations regarding the custody of students. **Ability to:** establish a close relationship with students which fosters mutual trust and is conducive to learning; account for students at all times; notify the appropriate superior in the event of an incident or runaway; maintain appropriate records; administer tests to evaluate progress.

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.

5.112

ESTABLISHED: 8/28/61
REVISED: 8/1/66
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