



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CORRECTIONS VOCATIONAL INSTRUCTOR

Job Number: 21001350

Job Code: 22680V241216

Job Group: 2200 - CORRECTIONS

Job Established: 10/16/2016

Job Revised: 12/16/2024

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides assessment and targeted vocational/trade instructional services (classroom and performance based) to inmates in state correctional facilities; prepares lesson plans; and reports on student's attainment and progress; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with an associate's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Three (3) years of trade-related experience.

Substitute EDUCATION for EXPERIENCE:

Additional education will substitute for up to two (2) years of the trade-related experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in a trade-related field will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides targeted instruction in services related to vocational/occupational trade to adult inmates within a correctional facility. Targeted instruction includes classroom and hands on performance projects/jobs within the correctional facility. Prepares lesson plans using a variety of resources, both print & multimedia, to present highly effective classroom instruction to meet individual student needs. Develops curriculum and differentiated assessment methodologies and instruments. Analyzes data obtained through formal and informal assessment to measure student growth and achievement. Assesses students in a variety of methodologies. Prepares lesson plans, maintains records, and reports on student's attainment and progress. Provides advising services to students and makes appropriate referrals where applicable. Maintains order and discipline. Participates in professional development activities to improve teaching skills and technological experience. Attends educational staff meetings.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a classroom/shop setting within a correctional institution.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.