

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Certified Vocational Instructor

Definition

Develops lesson plans and instructs residents in a vocational area offered in a state institutional vocational program certified by the Iowa Department of Education; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Conducts classroom or on-the-job training in the principles or techniques of a trade such as auto mechanics or printing to prepare clients for outside employment.

Instructs clients in acceptable social, work, and interpersonal behaviors to facilitate clients' ability to be successful in a work environment, by encouraging, modeling appropriate behavior, and giving negative reinforcement for inappropriate behavior; maintains discipline among clients and intervenes during disruptive behavior.

Places clients in work situations within the institution to enable them to learn a vocation, explains the work and behavior required, and informs supervisors of special needs and problems of clients that might affect their work.

Administers interest inventories, standardized reading tests, standardized work tasks, academic achievement tests, and vocational aptitude tests to clients and gathers other information to assess clients' vocational skill level and interest.

Writes individual vocational case plans for clients to ensure that their vocational needs are met.

Writes lesson plans to prepare for classes by researching, summarizing, and sequencing the material to be presented.

Writes progress notes, periodic reviews of individual cases, and other reports in approved formats to provide the necessary information to others involved in the cases.

Attends meetings as a member of an interdisciplinary treatment team to coordinate therapy efforts with other staff.

Provides services to employing institution in the occupation of expertise, such as auto servicing or printing.

Competencies Required

Knowledge:

- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.

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- English Language – The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
 - Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
 - Computers and Electronics – Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
 - Psychology – Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
 - Therapy and Counseling – Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Abilities:

- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Instructing – Teaching others how to do something.
- Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Service Orientation – Actively looking for ways to help people.
- Coordination – Adjusting actions in relation to others' actions.

Minimum Qualification Requirements

Certification or eligibility for certification as a Vocational Instructor by the Iowa Department of Education in an occupational area offered by a state institutional vocational program, which are as follows:

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|-------------------------|---------------------|
| agriculture | electrical work |
| auto body | horticulture |
| auto mechanics | household repairs |
| auto servicing | housekeeping |
| baking | machine tools |
| building maintenance | painting |
| building trades | printing |
| cooking | small engine repair |
| computer programming | welding |
| computer service/repair | woodworking |

Notes

Prior to beginning employment, employees in this class will be required to obtain certification as a Vocational Instructor by the Iowa Department of Education in an occupational area offered by a state institutional vocational program, which are as follows:

- | | |
|-------------------------|---------------------|
| agriculture | electrical work |
| auto body | horticulture |
| auto mechanics | household repairs |
| auto servicing | housekeeping |
| baking | machine tools |
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Effective date: 10/22 SA