

EDITED TASK LISTING

CLASSIFICATION: Vocational Instructor, Small Engine Repair (Correctional Facility)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Train students in career technical education skills in order to assist them to be productive and contributing members of society utilizing the approved curriculum, various teaching methodologies, etc. as mandated per the direction of the Office of Correctional Education (OCE) and California Education Authority (CEA) as needed.
2.	Participate as a member of an interdisciplinary treatment team (e.g., custody, academic, vocational, etc.) to fulfill court mandates and specialized treatment requirements utilizing subject matter expertise, observational and/or collaborative skills, etc. as needed.
3.	Collaborates with outside agencies to provide support materials and resources, utilizing communication, interpersonal skills, knowledge and organizational skills, per approved departmental policy, mandated laws and curriculum frameworks on an ongoing basis.
4.	Report the outcome of classroom activities to evaluate and improve methods and techniques of providing services to students utilizing data, subject matter expertise, observational and/or collaborative skills, etc. as needed.
5.	Supervise the conduct of students while in the classroom or shop within a state correctional adult school or juvenile correctional facility high school to assume general custody responsibility in time of emergency utilizing communication and classroom management skills, etc. on an on-going basis.
6.	Implement competency-based instruction/training and direct supervision to meet or exceed the occupational trade standards by utilizing skill and behavior development on an ongoing basis.
7.	Provide instruction, training, and supervision to students to educate in the classroom and/or shop of an educational program within a state correctional adult school or juvenile correctional facility high school utilizing visual aids and vocational equipment on an ongoing basis.
8.	Develop appropriate lesson plans for students with curriculum to meet the needs of the students in order to fulfill educational mandates per the direction of OCE/CEA on an ongoing basis.
9.	Communicate in a professional and effective manner with others (e.g., faculty, staff, students) to establish and maintain effective working relationships in all situations utilizing tact and interpersonal communication skills, on an ongoing basis.
10.	Implement the identified reasonable accommodations for students according to their referrals and assessments in order to support the students' with special needs utilizing various assessments, instructional methods and strategies/techniques in accordance with Federal and State laws, on an ongoing basis.
11.	Counsel students to provide feedback regarding their participation in an instructional program by setting goals and measuring progress on an ongoing basis.
12.	Evaluate new training materials and equipment via community contacts or training seminars to keep up with current standards/trends in the industry on an ongoing basis.

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13.	Differentiate instruction to meet the needs of students' various skill levels by assessing the individual student's knowledge and experience (e.g. skills tests, hands-on test, written test) on an ongoing basis.
14.	Participate in the administration and security of standardized testing in order to ensure assessment results are valid utilizing the required testing protocols and procedures on an ongoing basis.
15.	Participate in the delivery of educational support services to students in order to meet the individual student's educational needs and ensure compliance with all Federal, State and departmental mandates, utilizing various resources on an on-going basis.
16.	Participate in the delivery and use of course content and training materials to aid in the education and rehabilitation process of students utilizing (e.g., evidence based teaching methodologies, California Department of Education Curriculum Standards, and student assessment results/scores) as necessary.
17.	Gather information and documentation needed in order to purchase equipment, instructional materials and supplies, to meet the needs of students and faculty/staff, utilizing the procurement process as required.
18.	Monitor all classroom and or shop supplies, materials and equipment to ensure against loss, misuse, and the potential use as a weapon utilizing observation, organizational and classroom management skills, etc. on a daily basis.
19.	Attend on and offsite professional development and staff meetings to remain current in required and mandatory training utilizing institutional/ internet resources, and communication skills, etc. as needed.
20.	Provide supervision of students in order to maintain security of work areas and materials, and prevent escape or injury by students to themselves, others or property as dictated by the department policy and procedures, by utilizing personal observation, reviewing reports and effective communication on an ongoing basis.
21.	Participate in professional development on assessments/identification instructional methods and strategies/techniques to support students with special needs in compliance with State and Federal laws on an on-going basis.
22.	Participate in student centered meetings to ensure the regular and special needs of students are met utilizing professional knowledge, interpersonal communication skills, and knowledge of regulations and procedures, etc. on an on-going basis.
23.	Assist with the ordering and tracking of equipment, instructional material and supplies through the procurement process to facilitate the operation of educational programs utilizing the procurement process as required.
24.	Maintain accurate and complete student records in order to meet the individual student's educational needs and to ensure compliance with all Federal, State and departmental mandates on an on-going basis.

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25.	Expand daily lesson plans to include the approved curriculum for employability and life skills in order to prepare students for reintegration utilizing subject matter, knowledge of community/institutional resources, communication skills, etc. on an ongoing basis.
26.	Plan and conduct activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to observe, question and investigate utilizing professional knowledge, interpersonal communication skills, knowledge of regulations and procedures, on an on-going basis.
27.	Advise students as to their progress in their assigned instructional program in order to meet their educational goals and objectives utilizing communication skills, subject matter knowledge, motivational skills, etc. based on student need.
28.	Maintain shop and site standards by inspecting equipment and tools and equipment for defects and cleanliness in order to ensure a safe working area and learning environment in accordance with the department's rules, regulations and policies on an on-going basis.
29.	Teach students trade specific mathematics in order to certify students in the mastery of the competency utilizing the performance examination modules on an ongoing basis.
30.	Instruct students how to properly use tools and equipment used in small engine repair trade in order to certify students in the mastery of the competency utilizing the performance examination modules on an ongoing basis.
31.	Teach students service information in order to certify students in the mastery of the competency utilizing the performance examination modules on an ongoing basis.
32.	Teach students engine operation and components in order to certify students in the mastery of the competency utilizing the performance examination modules on an ongoing basis.