

EDITED KSAPC LISTING

CLASSIFICATION: Vocational Instructor (Electrical Work) (Correctional Facility)

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of the methods, materials, tools, machines, equipment, and safety principles in teaching in the specialty field in order to manage all aspects of the educational program.
K2.	Basic knowledge of the principles, methods, practices, current developments, and trends in vocational education in order to manage all aspects of the educational program.
K3.	Basic knowledge of the principles and practices of classroom management as it relates to the instructional and behavioral issues of teaching students to provide a safe and effective learning environment.
K4.	Basic knowledge of all equipment and tools used <i>in teaching the Electrical Work field.</i>
K5.	Basic knowledge of principles and processes for providing customer and personal services which includes customer needs assessment, to meet quality standards for services and evaluation of customer satisfaction.
K6.	Basic knowledge in the role of education programs in the rehabilitative efforts of incarcerated students in order to successfully transition the students back into society.
K7.	Basic knowledge of emotional problems of students in State correctional facilities to develop students' self-esteem.
K8.	Basic knowledge of record keeping in order to maintain accurate records and to ensure compliance with State and Federal laws, rules and regulations and court mandates and accountability of education programs.
K9.	Basic awareness of safety and security measures required at correctional facilities in order to maintain a safe work environment.
K10.	Basic knowledge of administering educational tests to determine student placement and/or achievement.

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Skill to:	
S1.	Plan, coordinate, and implement education programs to ensure program quality and student success.
S2.	Maintain records (electronic and/or paper copy) and prepare documents to ensure accurate information and effective communication.
S3.	Utilize effective communication techniques (e.g., written, oral) to provide information and obtain/maintain the cooperation of others (e.g., Federal, State and local agencies, staff, adult/youth offenders, etc.).
S4.	Successfully gain the interest, respect, and cooperation of students with specific teaching methods to create an atmosphere that is fair, firm and consistent in a classroom setting.
S5.	Effectively develop socially acceptable attitudes in students by modeling acceptance for cultural, racial, and individual differences for students to positively program and successfully reintegrate into society.
S6.	Research a wide variety of resources/data to provide information, options, recommendations, and/or produce accurate reports as it relates to the functions of a Career Technical Education (CTE) Instructor.
S7.	Operate computerized equipment to maintain accurate records, generate correspondence and reports.
S8.	Demonstrate time management skills including the ability to prioritize to effectively accomplish CTE Instructor duties.
S9.	Utilize critical thinking, problem solving, and decision making skills in order to resolve various problems, make recommendations and take effective action.

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Ability to:	
A1.	Perform the duties of a journey person in the specialty field to ensure quality instructional services are provided.
A2.	Provide leadership and motivation to students in adult education and/or juvenile justice school programs to ensure quality instructional services are provided.
A3.	Communicate effectively with other disciplines in written and verbal correspondence in order to maintain professional nonverbal communication during personal interactions.
A4.	Read and use drawings and sketches to teach in different modalities.
A5.	Estimate and order supplies to maintain adequate inventory.
A6.	Analyze situations accurately and take effective course of action to involve appropriate authorities.
A7.	Maintain fair and firm discipline in a clinical or educational setting to foster the independence and safety of students.
A8.	Keep records and prepare reports to communicate student progress.
A9.	Set individualized goals and objectives for students to achieve during enrollment.
A10.	Repeat tasks for students as frequently as needed in order to achieve learning competence.
A11.	Operate all <i>Electrical Work field</i> related tools and equipment in order to maintain shop standards, cleanliness and safety.
A12.	Effectively communicate in order to teach and provide instruction.
A13.	Utilize current technology in order to enhance communication and maximize personal effectiveness.
A14.	Teach and supervise students in adult education and/or juvenile correctional facility high school programs.