

CITY OF TAFT

CLASS TITLE: CORRECTIONAL PROGRAM INSTRUCTOR

SALARY RANGE 37.7
\$1,600 - \$1,944 Bi-weekly

BASIC FUNCTIONS:

Provides inmate educational services through instruction of the education and vocational programs for inmates, including individual and group training.

SUPERVISION RECEIVED

Works under the general supervision of the Correctional Lieutenant or designee.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in assessing new arrivals with regards to educational needs and level of education for the appropriate placement of inmates.

Develops appropriate instructional materials and individualized study plans to meet inmate educational goals.

Prepares lesson plans and course outlines.

Teaches curriculum based on pre-release requirements, remedial instruction, adult basic education, and GED preparation; vocational programs such as computers, woodshop, or other special programs and training components.

Instructs through structured classroom settings and individual sessions, to provide inmates training specific to their needs.

Utilizes guest speakers and other forms of creative instruction that will motivate the inmates to improve their educational level.

Selects curricular materials to meet individual needs of inmates, assists them in achieving their educational goals and in career planning.

Maintains accurate records to assess individual and group progress of inmates; prepares written reports as requested.

Participates in education staff meetings. Makes recommendations regarding inmate and staff relations to identify and solve problems in order to function as a unified team.

Maintains confidentiality regarding employees, vendors, inmates, outside agencies, etc., in order to assure that sensitive information is given on a "need to know" basis only.

May attend conferences and meetings related to areas of responsibility.

Ability to establish effective working relationships with security staff and supervisors.

Ability to work effectively with inmates.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Any combination equivalent to: bachelor's degree or equivalent technical degree and professional/journey level work in the field of specialty which qualifies for the California State Substitute or Adult Education Teaching Credential.

LICENSES AND OTHER REQUIREMENTS:

Incumbents must pass a POST background investigation.

Valid California Driver's License, or the ability to obtain and maintain one.

Some positions in this classification require possession of a valid California Teaching Credential.

Necessary Knowledge, Skills and Abilities:

Ability to establish effective working relationships with security staff and supervisors.

Ability to work effectively with inmates.

SPECIAL REQUIREMENTS

Valid California Driver's License, or the ability to obtain one.

Must be able to pass a POST Background Investigation.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including appropriate educational software. Some positions require the use of machinery, equipment and tools for vocational education. Frequent use of telephone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, but may be moderate to loud within security areas or vocational training areas of the facility.

SELECTION GUIDELINES

City of Taft Application, rating of education and experience; oral interview and reference check; job related tests may be required including POST background investigation and an employee physical by the City physician.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.