

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

TRADES INSTRUCTOR

JOB DESCRIPTION

Employees in this job function as professional Trades Instructors, completing or overseeing a variety of assignments to provide vocational training for prisoners, residents, or students in state facilities. Work is performed by providing individual and group instruction by means of demonstrations, sketches, explanations, and visual aids.

There are two classifications in this job.

Position Code Title - Trades Instructor-E

Trades Instructor P11

This is the experienced level. The employee performs a full range of professional trades instructor assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title - Trades Instructor-A

Trades Instructor 12

This is the advanced level. The employee functions as a lead worker. At this level, employees are responsible for overseeing the work assignments of other professionals.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides individual and group instruction by means of demonstrations, sketches, explanations and visual aids.

Prepares lesson plans, determines instructional methods, and develops, administers and grades tests in theory and practice of a trade.

Creates and maintains records of students' attendance, progress, attitude and accomplishments.

Instructs students in the use of tools of the trade, the proper care and use of materials, and safety precautions.

Instructs and evaluates students in such trade techniques as woodworking, printing, machine shop, welding, automobile body repair, radio and electrical repair, blueprint reading, drafting and vending machine repair.

Provides individual and group instruction in such trades as upholstering, cabinetmaking, machine shop, printing, carpentry, watch and clock repair, plumbing, masonry and electrical wiring.

Schedules classes to conform to requirements for trade certificates.

Maintains and controls equipment and supply inventories.

Assists student in the selection of training courses, in matters of industrial practices and rules, and counsels students on academic problems.

Monitors student behavior.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

### Additional Job Duties

#### Trades Instructor 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

### JOB QUALIFICATIONS

#### Knowledge, Skills, and Abilities

**NOTE:** Considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of trade requirements as to content and length of training for certification.

Knowledge of instructional methods applicable to the trade or occupation.

Knowledge of the tests, materials, supplies, and equipment necessary for teaching the specific subject area.

Knowledge of the types of employment available for vocationally trained people.

Knowledge of vocational rehabilitation methods and procedures.

Ability to formulate courses of study and select instructional aids and procedures for an effective vocational training program.

Ability to determine the suitability and qualifications of applicants for training in the various trades and crafts.

Ability to evaluate the ability, progress, behavior, and attitudes of prisoners, delinquents, or handicapped students.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

#### Additional Knowledge, Skills, and Abilities

##### Trades Instructor 12

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

#### Working Conditions

The employee may have direct contact with prison inmates, and may therefore be exposed to inherent dangers.

## Physical Requirements

None

## Education

Possession of an associate's degree in an area of the specific trade or occupation to be taught.

## Experience

### Trades Instructor P11

No specific type or amount is required.

### Trades Instructor 12

One year of experience providing trades instructor services equivalent to a Trades Instructor P11.

## Alternate Education and Experience

### Trades Instructor P11

Possession of an appropriate bachelor's degree, master's degree, or vocational teacher certification may be substituted for the education and experience requirements.

Educational level typically acquired through completion of high school and four years of recent experience in the practice of the specific trade or occupation to be taught, including six months of experience training others in the trade or occupation may be substituted for the education and experience requirements.

### Trades Instructor 12

Educational level typically acquired through completion of high school and five years of recent experience in the practice of the specific trade or occupation to be taught, including one year of experience equivalent to a Trades Instructor P11 may be substituted for the education and experience requirements.

## Special Requirements, Licenses, and Certifications

Some jobs require state certifications for the occupation.

All positions are assigned subclass codes. Individuals appointed to positions that are subclass coded must possess the required specialized experience, training, or license. Subclass code definitions and requirements are published on the Civil Service web site.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

### Job Code

TRADESINS

### Job Code Description

TRADES INSTRUCTOR

Position Title

Position Code

Pay Schedule

Trades Instructor-A

TRADINSA

NERE-222

Trades Instructor-E

TRADINSE

W22-067

Trades Instructor-A

TRADINSA

W22-068

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