

VOCATIONAL EDUCATION FIELD INSTRUCTOR

KIND OF WORK

Instruction in vocational education.

NATURE AND PURPOSE

Employees in this class instruct apprentices and trainees in job skills and related technical subjects in a wide variety of occupations, either through correspondence or classroom instruction. Employees may also provide instructional services to journeymen on advancements and new technologies in a particular occupation. Instruction is usually on a group basis, but may take place on a one-to-one basis in certain situations. Responsibility includes effective organization and presentation of curriculum, as well as development of the instructional program and promotion of classes.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Conducts field demonstrations and informal classroom instruction for workers in rescue squad training, or

Conducts classes in work techniques and safety procedures for groups of trainees preparing for state examinations and licensing, or

Conducts instruction in job techniques and safety procedures for workers in municipal electric distribution systems, electric power generating plants, gas distribution systems, water systems, sewage disposal systems or in the electrical lineman occupation, or

Teaches classes in sales and merchandising for employees, supervisors, and managers in distributive and service businesses and assists local communities in organizing sales and merchandising classes which are taught by other instructors, or

Teaches classes in firefighting and fire prevention methods and practices, or

Supervises writing and administration of correspondence courses for isolated apprentices and other persons in industry.

Keeps necessary records and writes reports.

Prepares evaluations of classes conducted and attainment of program objectives.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the skills and knowledges of the trade or work activity to be taught.

Considerable knowledge of modern methods of vocational instruction.

Ability to:

Ability to use the materials, tools and machines of the trade or work activity and to teach and demonstrate their proper use.

Ability to teach, or arrange for instruction, of technical subjects related to the trade or work activity.

Ability to evaluate progress of learners.

Ability to write and speak effectively.

Est.: 7/62
Ckd.: 12/92

T.C.: 2/66
Former Title(s): Education Field
Instructor