

## CORRECTION TRAINING INSTRUCTOR II

### DESCRIPTION OF WORK

Work in this class involves planning, organizing, and presenting blocks of instruction for courses in staff development and training for the Department of Correction. Employees in this class are responsible for conducting needs surveys, writing course plans and objectives, outlining lesson plans, coordinating instruction with adjunct trainers and other instructors, and writing evaluation reports. Work includes researching materials for course development, developing course strategies and objectives, modifying course content, and participating in evaluation of courses. Work is performed under the general supervision of a Correction Training Coordinator and is subject to review and evaluation through reports and student feedback.

### EXAMPLES OF DUTIES PERFORMED

Participates in the development of multi-course programs of instruction.

Delivers courses of instruction; lectures, demonstrates, and uses audio visual training aids; instructs in practical use of equipment.

Coordinates the training responsibilities of one or more Correction Training Instructors I; participates in the evaluation of course content and instructor presentation.

Writes recommendations for improvement of courses of instruction and implements improvements based on approval by higher level Coordinators.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Considerable knowledge of the subject matter being developed into course materials.

Considerable knowledge of the principles and theories of instruction.

Skill in operating and maintaining supplemental teaching aids, such as audiovisual materials and weapons.

Ability to establish and maintain effective communications with students and fellow instructors and supervisors.

Ability to formulate ideas and communicate them in written and oral form.

Knowledge of the principles of basic research techniques.

Ability to compose course and lesson plans, including course objectives, instructional strategies, examinations, and course syllabi.

#### Minimum Education and Experience

Graduation from a four-year college or university and three years of experience directly related to instruction and training in the subject matter specialty; or graduation from high school and six years of experience as a practitioner in the specialty area; or an equivalent combination of education and experience to demonstrate the required skills and knowledge.