

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-PARNALL FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Trades Instructor-E	10. Division Reentry
5. Working Title (What the agency calls the position) Trades Instructor- Advanced Manufacturing	11. Section Prisoner Education
6. Name and Position Code Description of Direct Supervisor FRIEDMAN, BRIAN L; SCHOOL PRINCIPAL-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Parnall Correctional Facility, 1780 E. Parnall Road, Jackson, MI 49201 / MONDAY-FRIDAY 6:00am-2:30pm. MAY VARY AS NEEDED
14. General Summary of Function/Purpose of Position The employee in this position will provide Career and Technical Education to prisoners in the areas of Advanced Manufacturing. This program will provide students with the skills to obtain gainful employment after incarceration. The Advanced Manufacturing Instructor guides students through available curriculum resources designed for achievement of the National Institute for Metal Working (NIMS) and FANUC robotics certification. The individual also develops supplemental teaching materials as needed to promote learning; while coordinating all student assessments / progress activities, and credential testing. The instructor will stay current regarding innovations in functional technologies in order to help prepare students to appropriately enter the workforce.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Develop and teach Advanced Manufacturing curriculum and related subjects that will prepare students for competitive employment when released. Provide hands-on learning opportunities to all enrolled students.

Individual tasks related to the duty:

- Provides students with daily briefings on work to be completed during class or the day's activities.
- Instructs students through work assignments/monitor and coach their progress toward assignment / credential completion.
- Creates a learning plan that paces student learning so as to achieve credentialing in a reasonable amount of time and consistent with curriculum expectations.
- Periodically evaluates student learning and provides specific, accurate and substantive feedback as to each student's progress.
- Prepares student evaluations (363) reports and report cards as required by MDOC policy.
- Ensures all equipment is in good repair with program updates downloaded in a timely manner so that students have access to modules of: Safety, Quality Practices & Measurement; Manufacturing Processes & Production and Maintenance Awareness, and OSHA.
- Develops Service Learning Project (SLP) activities in which students learn to use the resources available to create products that can be donated to local non-profit organizations based on their needs/requests.
- Instructs subjects in an effective manner relative to the multiplicity of cultures and ability levels.
- Uses sound instructional strategies, techniques, activities, media, and demonstrate equipment use consistent with student needs and instructional goals.

Duty 2

General Summary:

Percentage: 20

Maintain safety and tool control in the classroom and lab.

Follow MDOC policies and procedures.

Individual tasks related to the duty:

- Teach Advanced Manufacturing and test on internal software systems.
- Follow MDOC safety standards.
- Adhere to MDOC policy and procedure for the issuance and accountability of tools and hazardous materials.
- Submit necessary forms in the event of a missing or broken tool.
- Maintain accurate inventory of tools.
- Implement classroom management techniques.
- Maintain accurate inventory of hazardous materials.
- Maintain Departmental records of safety training for students and workers.

Duty 3

General Summary:

Percentage: 10

Maintain educational files on each student and keep accurate records relevant to that student's progress.

Individual tasks related to the duty:

- Maintain weekly attendance records.
- Submit monthly attendance, enrollment and completion data.
- Grade and record daily classroom or hands-on work on progress plotters.
- Prepare and review with students their quarterly Educational Program Plan: Vocational (CSJ-363V).
- Provide copies of all certifications and transcripts for inclusion in the WFD packet.
- Preparation of incoming and outgoing classroom files including progress plotters.
- Meet Department goals for enrollment and completions.

Duty 4

General Summary:

Percentage: 10

Maintain professional demeanor and keep all certifications updated. Participate in special projects and tasks as requested by supervisor.

Individual tasks related to the duty:

- Attend training or make visits to other prisons to gather current information regarding vocation.
- Keep vocational certifications updated.
- Assist in the design and oversight of appropriate demonstration projects.
- Assist during conditions of emergency to perform security duties as needed or directed.
- Provide special reports, recommendations and information to respond to inquiries from Central Office.
- Keep up to date on current skill sets desired by employers relative to the subject being taught.
- Work within the approved budget for the program.
- Attend staff meetings.
- Communicate with Central Office and promote program to outside employers.
- Provide program description and content overview to staff and potential employers during facility tours.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Teaching staff make decisions in determining a student's completion of educational goals. Assign students to various tasks and determine who is allowed to do what job. Make decisions concerning conduct of the students. Make decisions that affect the tutors who work for the instructor.

17. Describe the types of decisions that require the supervisor's review.

- Classroom spending and budget.
- Removal of students from class.
- Monthly reports.
- Yearly training requirements.
- Manifest of equipment and supplies into the facility.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Staff work with students in a correctional facility. This position involves working in a classroom and computer lab environment. Standing, sitting, walking, lifting and moving items in classroom and facility. Incumbent will have regular unsupervised access to and direct contact with prisoners or parolees.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

To provide Career and Technical Education in the areas of Advanced Manufacturing. Must be able to demonstrate tools and equipment used in the industry. Responsible for student instruction and evaluation; oriented towards individual student needs and abilities in both social and vocational areas.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The mission of the MDOC Prisoner Education system is to facilitate the transition from prison to the community by assisting prisoners in the development of their academic, workplace, and social competencies through effective and cost-efficient programs. This position enhances the mission statement of the Prisoner Education section by preparing students to function in the workplace by assessing each student's ability to learn, listen, communicate, provide appropriate instruction, work in teams and problem solve.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

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.

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.

Subclass Code

This position has two subclass codes.

TRDCOMFCTR for Computerized Manufacturing that requires four years of experience using computer-aided design (CAD) and/or manufacturing (CAM) software for computer numerical control (CNC) machining or additive manufacturing/3D printing in an operational production and manufacturing setting. Or **TRDMACSHOP** for Machine Shop Operations that requires four years of experience in operational production, maintenance, repair and fabrication work on machinery utilized in the machines trade. This includes work on various machines, such as grinders, mills, lathes, and saws, including Computer Numerical Control (CNC) and Computer Assisted Machines.

If a position is assigned one subclass, the applicant selected to fill it must satisfy the subclass criteria. If a position is assigned more than one subclass, the applicant selected must satisfy at least one of the subclasses.

KNOWLEDGE, SKILLS, AND ABILITIES:

Practical, recent, and relevant work experience in the subject area. Possession of the above-named degree or certificate or a vocational teaching certification may substitute for the work experience. Corrections experience and adult teaching experience would be desirable, but not mandatory.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

CHRISTOPHER KIRKLAND

3/4/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date