

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. TRADINSEB19R

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-LAKELAND MEN'S FACILITY
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Business Education Technology Instructor
4. Civil Service Position Code Description TRADES INSTRUCTOR-E	10. Division Lakeland Correctional Facility
5. Working Title (What the agency calls the position) Business Education Technology Instructor	11. Section Vocational Education
6. Name and Position Code Description of Direct Supervisor VACANT; SCHOOL PRINCIPAL-3	12. Unit Employment Skills Development
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 / 80 Per Pay Period
14. General Summary of Function/Purpose of Position The employee in this position will teach a technical Microsoft Digital Literacy (MDL) Computer Operations trade, provide facilitation of Money Smart and Work Skills Modules, and administer appropriate tests/assessments. The MDL Computer Operations class will provide entry level computer skills and supplemental programming to qualified prisoners that reflect current and future labor market trends.	

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

Teach technical MDL computer operations class.

Individual tasks related to the duty:

- Instruct and supervise prisoners in a classroom setting on computer skills in preparation to receive a nationally recognized Vocational Trades Certification
- Teach computer basics
- Productivity programs
- Simulated internet and World Wide Web
- Digital lifestyles computer security and privacy
- Microsoft Word, PowerPoint, Excel
- Prepare lesson plans, identify and implement best practices, determine instructional methods
- Develop, administer, and grade tests in theory and practice
- Maintain and control equipment and supply inventories
- Administer and counsel students on aptitude tests/assessments
- Deliver and monitor service-learning assignments
- Instruct students in the use of tools of the trade, care and use of materials, and safety precautions
- Create and maintain reports of student attendance, progress, attitude, and accomplishments
- Prepare all reports as requested by School, Institution, and Central Office

Duty 2

General Summary:

Percentage: 30

Facilitate the completion of Money Smart and Work Skills Modules to prisoner students.

Individual tasks related to the duty:

- Ensure students have an understanding and application of Money Smart modules that include Bank On It, Borrowing Basics, Check It Out, Money Matters, Pay Yourself First, To Your Credit, Charge It Right, Loan To Own, Financial Recovery.
- Use various teaching methods to instruct Values Clarification, Goal Setting and Achieving, Conflict Resolution, Problem Solving and Decision Making, Job Placement, Employment Skills, Individual Community Reentry Concerns, and Soft Skills.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Complete any tasks related to the position
- Special projects
- Cooperate with other areas as needed

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

Decisions of books, materials and methods to be used to teach students in order to successfully complete the program.
 Decisions on who needs special/extra assistance for lab work via assessments.
 Decisions concerning conduct of the students.
 Decisions that affect the tutors who work for the instructor.

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

Yearly training requirements
 Procurement of items for the class and classroom
 Monthly reports
 Removal of students from class
 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.

Standing, sitting, walking, lifting, stooping, and moving items in the classroom and facility. Regular unsupervised access to and direct contact with prisoners and 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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Teach MDL computer operations class. Facilitate completion of Money Smart and Work Skills modules. Evaluation of students, correct student work.

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

Updated computer technology. PD not on file.

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

The mission of the Michigan Department of Corrections 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 by preparing students to function in the workplace by assessing each student's ability to learn, listen, communicate, follow instructions, work in teams, and solve problems.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledgeable in current workforce development and employability practices.

Knowledgeable in computer applications including Microsoft Office.

Knowledge of vocational rehabilitation methods and procedures.

Ability to communicate effectively with others.

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

Ability to evaluate the ability, progress, behavior, and attitudes of prisoners.

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

Knowledge of instructional methods applicable to the trade or occupation.

CERTIFICATES, LICENSES, REGISTRATIONS:

Some jobs require state certification 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.

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.

CRISTEL DAVIS

3/22/2023

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