

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

Position Code 1. TRADINSEA78R

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-KINROSS CORRECTIONAL FCLTY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description TRADES INSTRUCTOR-E	10. Division Kinross Correctional Facility
5. Working Title (What the agency calls the position) Trades Instructor P11	11. Section Programs
6. Name and Position Code Description of Direct Supervisor BURTT, JODY L; SCHOOL PRINCIPAL-3	12. Unit School
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 4533 W. Industrial Park Drive, Kincheloe, MI 49788 / 80 hours per pay period
14. General Summary of Function/Purpose of Position The employee in this position will teach employability skills, administer appropriate tests and provide counseling to help prisoner students prepare for employment when released. Most of the work week is spent in direct supervision of prisoners within the perimeters of a correctional facility. This position will assist in overseeing the delivery of Employment Readiness programming and will teach employment/release preparation skills to qualified prisoners that reflect current and future labor market trends. Areas of instruction will include: Job Searching and Workplace Skills, Financial Literacy and Introductory Computer Skills. This position will work closely with the facility employment counselor. The purpose of the program is to equip students with entry level job skills that can lead to job placement in the community upon release.	

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: 65

Teach employment/release preparation skills that reflect current and future trends in the labor market, as well as financial literacy, entry level computer skills and supplemental programming.

Individual tasks related to the duty:

Instruct and supervise prisoners within 5 years of their Earliest Release Dates in a classroom setting in all areas of Employment Readiness in preparation for release. This includes but is not limited to:

- Prepare lesson plans, identify and implement best practices and determine instructional methods of delivery for classes.
- Provide instruction in Job Seeking and Workplace Skills.
- Provide instruction in Financial Literacy.
- Provide instruction in Microsoft Digital Literacy.
- Administer and counsel students on career aptitude tests, job seeking & workplace skills.

Duty 2

General Summary:

Percentage: 25

Identify and implement best practices for teaching methods, preparing reports, and conducting activities while maintaining the custody and security of the classroom.

Individual tasks related to the duty:

- Prepare and maintain class structure.
- Determine instructional methods and utilize best practices as directed per the RETTE Committee and Education Manager.
- Prepare all reports as requested by School, Institution and Central Office.
- Administer tests and assessments, including GED and WorkKeys Tests.
- Create and maintain reports of student attendance, progress, attitude and accomplishments.
- Monitor student behavior and motivate through guidance and positive reinforcement.
- Maintain records and prepare reports and correspondence related to the work.
- Maintain and control equipment and supply inventories.

Duty 3

General Summary:

Percentage: 5

Maintain knowledge and skill through professional training and in-service.

Individual tasks related to the duty:

- Successfully complete all New Employee Training.
- Complete departmental In-Service Training.
- Attend and participate in on-going professional development designed to improve student achievement.
- Comply with department and facility administration rules, policies and procedures.

Duty 4

General Summary:

Percentage: 5

.Perform other duties as assigned.

Individual tasks related to the duty:

- Complete tasks related to the duty.

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

Choose supplemental books & other resource materials to be available to students in order to successfully complete program and to assist in planning their release to the community. Decide who needs special/extra assistance for lab work, via assessments & provide necessary assistance. 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.

- Yearly training requirements
- Purchasing items for class and classroom.
- Monthly reports.
- Removal of students from class.

• Schedule changes; leave usage.

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 and moving items in classroom and facility. Candidate has 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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

- Responsible for student instruction and evaluation; oriented towards individual student needs and abilities in both social and vocational areas.
- Assign new materials for mastery of concepts related to employment and release preparation skills.
- Scheduling and administration of computer-based GED testing.

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

The agency is requesting to update the PD to accurately reflect the duties of this position and align the minimum education/experience requirements with the job specifications and add subclass Code TRDBUSEDUC.

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 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

