



Vocational Instructor – Custodial/ Building Maintenance (Internal and External Job Posting)

Salary Range: \$58,967 – \$90,967/DOQ Application Deadline: January 31, 2012

Under general supervision, Vocational Instructors instruct and supervise inmates at a County correctional facility and/or Inmate Job Development Center. Depending on the specific assignment, duties may include instruction in occupational training, employability and job development skills, use of computer and office equipment, and/or vocational tools and machines. Instructors perform a variety of semiskilled and skilled tasks in connection with the work, keep detailed narrative and statistical records of work performed and inmate progress, and perform other work as required.

REPRESENTATIVE DUTIES

1. Instruct and supervise inmates in Custodial/Building Maintenance.
2. Instruct, supervise and evaluate inmates skills and competencies to maximize their employability, job development and occupational training.
3. Instruct and supervise inmates in the proper and safe use of tools, supplies, materials and equipment.
4. Design and implement new vocational curriculum and lesson plans for inmates to assure compliance with guidelines of local education agencies in partnership with the County. Update existing curriculum and lesson plans according to changes in technology and in the assigned specialized area.
5. Select and order instructional materials and supplies to conduct a vocational program following established curriculum; maintain inventory of such. Select and order materials and supplies to complete work projects; maintain inventory of such.
6. Evaluate inmates work interests, aptitudes and abilities for proper placement in the program; determine effectiveness of training activities and evaluate the performance and progress of individual participants.
7. Monitor inmates compliance with all jail rules and regulations; prepare and submit reports for non-compliance.
8. Maintain students/inmates case files and records of materials usage; keep statistics and prepare reports on attendance, monthly and quarterly instructional and operational activities and cost analysis comparisons. Maintain workflow records to assure maximum participation and adequate work levels.
9. May operate audio-visual and other machinery for supplemental instruction purposes. May train and supervise volunteers and education assistants who assist in vocational programs. May occasionally relieve other Career Technical Education staff during absences, primarily by monitoring and controlling scheduled activities.



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MINIMUM QUALIFICATIONS

Ability to instruct students in the methods, practices, tools and materials used in trades and vocations of Custodial/Building Maintenance:

1. Career Opportunities
2. Safety protocols: Chemical and tools
3. Introduction to field of custodial services
4. Making adjustments and minor repairs
5. Building Maintenance
6. Cleaning Supplies and Equipment
7. Window Cleaning
8. Employment Skills

Ability to:

- Safely and proficiently use shop or craft hand and power tools, business machines and other equipment used instructing a vocational program.
- Perform a variety of skilled tasks relating to the instruction of custodial/building maintenance.
- Instruct and supervise inmate training in employability skills and competencies.
- Read and work from rough sketches, detailed plans and blueprints.
- Effectively instruct and supervise inmates while maintaining an emphasis on the security of the operation.
- Keep records and prepare reports in a timely and accurate manner.
- Use computer software applications including Microsoft Word.

TRAINING AND EXPERIENCE

High School Diploma or GED and a Clear Career Technical Education Designated Subjects Credential.

or

AA Degree and Clear Career Technical Education Designated Subjects Credential.

or

BA Degree and Clear Career Technical Education Designated Subjects Credential.



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SPECIAL REQUIREMENTS

Applicant must not have been convicted of a felony.

Applicant must pass an extensive background investigation prior to employment.

Applicant must pass a pre-employment physical examination and substance abuse screening.

LICENSE

Possession of a valid California Driver's License by date of appointment.

ENVIRONMENTAL/PHYSICAL REQUIREMENTS

Incumbents are required to work inside a jail facility with inmates who have the potential to become verbally abusive or violent. Incumbent must be able to withstand pressures, demands, and expectations from continuous work assignments and work activities with completion deadlines and monitoring from supervisors; available to work varied schedules; must have the stamina to stand, bend, stoop, and/or sit for long periods of time, and walk on a regular basis as the work demands; must possess overall body mobility including but not limited to the repetitive use of hands, arms, and shoulders to perform in the different assignment areas; lift up to 40 lbs of equipment and work materials; necessary balance and equilibrium to climb rolling step ladders; manual dexterity to operate a variety of electronic and automated office machines; vision sufficient to read a computer screen; speak and hear well enough to converse in person, communicate clearly and understandably over the telephone and/or while addressing large groups of people; emotional stamina and resilience to withstand contact with individuals who may be angry, upset, or impatient.

APPLICATION PROCESS:

This recruitment stays open until filled.

Interested applicants **must** submit a complete application packet with the following documents in order to be considered:

- 1) Cover Letter
- 2) Resume
- 3) LA Works Job Application** (identifying the title of the position)

An LA Works job application can be downloaded at <http://www.laworks.org>.

Please mail, fax or email your complete application packet to:

LA Works - Human Resources

5200 Irwindale Avenue

Irwindale, CA 91706

or

fax to (626) 962-0064

Email: hr@laworks.org