



JOB DESCRIPTION

1. JOB TITLE: Vocational Instructor

2. AREA(S) of RESPONSIBILITY

Working with the Goodwill's training programs, the instructor is responsible for developing curriculum, instructing students according to curriculum, grading student assignments, offering guidance, case management, and direction to students who may progress at varying rates and may be difficult to serve, aiding in the management of materials, equipment, and resources, assisting with job placements, and keeping accurate records.

3. ESSENTIAL JOB FUNCTIONS

Essential Functions	Performance Indicators
Recruit students and perform intake and orientation for potential students. Ensure new and appropriate students enter the program.	New students entering the program and evidence of successful training and development, including course completion and job placement.
Provide instruction to students, both as individuals and as a group. Assist students in computer and equipment operation and assignments. Plan and execute sessions with both employers and appropriate guest speakers,	Evidence of interactive assistive activities; students complete modules correctly and in timely manner. Employers and guest speakers attendance.
Develop individual training plans with student and DRS involvement that are complementary to the individual's goals and abilities.	The quality, detail, and logic of training plan documentation.
Grade students' written and typed assignments, exercises, tests, and worksheets.	Work is returned to students within a reasonable time; corrections and comments are easy to understand.
Report progress of the students and keep accurate and detailed records. Attend staffings with funding agency. Participant confidentiality is maintained throughout the process.	Records kept in orderly fashion; completion of forms in timely manner. Records are easily accessible to those with authorization to view them.
Develop new curricula and programs with Program Director and update curricula and teaching methods to ensure effective training program for all participants.	Quality of the training materials used and evidence of review and improvements and updates made.
Maintain all equipment used and report issues to Director as they arise.	Computers and other equipment used are in good shape, up to date, and working effectively for the students.
Make contacts in the community and assist students with job seeking skills and job leads.	Evidence of students acquiring work in the community.
Able to undertake special projects, as assigned.	Completion or continued follow through in an accurate and timely manner.

4. SUPERVISION RECEIVED: Director of Workforce Development

5. SUPERVISION: Direct supervision of students

6. QUALIFICATIONS/BASIC JOB REQUIREMENTS

Background and Special Skills Required

Teaching experience and/or aptitude is required. A bachelor's degree in vocational rehabilitation or teaching is desired. Experience in lieu of formal education will be considered. Superior verbal and written communication skills are required. Familiarity with office machines, computers, peripheral devices, Internet, email, Microsoft Office Programs, and assistive technology is essential.

Other Necessary Skills and Knowledge

Will exhibit empathy for persons with disabilities and creativity in developing learning experiences to overcome disabilities. Good oral and written communication skills. Good organizational skills. Ability to present new information to diverse group of individuals and ensure understanding at all levels.

Sensory and Physical Requirements

Ability to efficiently and effectively perform all functions of the job. Ability to, effectively and efficiently, observe a student's difficulty with an assignment, listen to his or her questions, and suggest solutions. Ability to reach and stoop. Ability to both sit and stand for extended periods of time.

7. PRINCIPAL CHALLENGES

Maximizing the progress of students, with students progressing at varying rates. Participants may be difficult to serve.

8. ENVIRONMENT

The work is performed in an office environment with moderate noise. The instructor must move around the area to assist students at their computer training stations.

9. DISCLAIMER

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by the employee's supervisor.

Requirements are representative of the minimum levels of knowledge, skills, and/or abilities to perform this job successfully. The incumbent will possess the abilities or aptitude to perform each duty proficiently.

All requirements are subject to possible modification to reasonably accommodate persons with disabilities. Some requirements may exclude individuals who represent a direct threat or significant risk to the health and safety of themselves or other employees.

This document does not create an employment contract, implied or otherwise. The employment relationship is at will.