

GENERAL DESCRIPTION OF CLASS

The MANUAL ARTS INSTRUCTOR plans and implements prevocational/vocational training, teaching elementary occupational skills as well as basic work and living skills to residents or clients of a State facility. Areas of instruction may include but are not limited to woodworking, groundskeeping, benchwork assembly, kitchen, and janitorial duties.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

1. **Assessment and Planning.** Typical tasks: assesses duties required by work area, breaks duties into tasks, and measures residents' ability to perform tasks; writes individual behavioral objectives for student/resident; prepares written task analyzed training program as needed; plans training based on individual needs of students (e.g., simulated work tasks for severely or multiple handicapped individuals); adapts and maintains tools and equipment to meet job requirements and/or individual handicaps; simulates on-the-job situations through the use of actual production situations.
2. **Instruction.** Typical tasks: conducts task analyzed program and provides reinforcement; teaches realistic work habits such as attendance, punctuality, safety, rules, procedures, following instructions, and supervisor-subordinate relationship; teaches proper and safe use of tools and equipment; teaches social skills, self-help skills, and reinforces mobility and communication training; evaluates residents progress and revises program to reflect current level of achievement.
3. **Records and Reporting.** Typical tasks: monitors and records attendance; maintains a cumulative record on each student's progress and prepares evaluation reports as required; makes recommendation regarding job readiness; maintains production schedules as necessary; prepares periodic reviews and individual program plans; maintains appropriate pay records for residents earning wages.
4. **Miscellaneous.** Typical tasks: orients, schedules and evaluates assigned paraprofessionals, volunteers, and/or practicum students to procedures and program; attends unit staffing conferences and parent conferences as requested; attends in-service classes as requested; orders supplies and equipment for program use; serves as a member of the interdisciplinary team.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular contact with students and/or developmentally disabled residents in order to give direction and instruction in general work habits and specific work skills.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an administrative superior who reviews the work

for program content and instructional procedures. Employees in the class refer to administrative rules and procedures and State and Federal laws and regulations as guidelines to provide the framework for program content, instructional procedures, and employees conduct.

GENERAL INFORMATION

Positions are primarily found in mental health and correctional facilities and requires the willingness to work in the environment associated with the position's location and purpose; some positions may require the willingness to work out of doors in inclement weather.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Basic knowledge of the theories, methods, practices, and market common to the occupation being taught.

Basic knowledge of the principles and procedures of instruction.

Skill in using tools and equipment common to the occupation being taught.

Skill in communicating (verbally and in writing) with a variety of people (e.g., to explain client's needs and progress, report client information, etc.).

Ability to isolate and identify the tasks within a job.

Ability to devise work methods to accommodate worker handicaps.

Ability to modify equipment and tools to accommodate worker handicaps.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.