

**PORTERVILLE DEVELOPMENTAL CENTER
PORTERVILLE, CALIFORNIA**

CENTRAL PROGRAM SERVICES

JOB TITLE: Vocational Instructor (Graphic Arts Safety)

Note: The term "students" in this duty statement refer to individuals that are enrolled in Workforce Innovation and Opportunity Act (WIOA) classes.

GENERAL STATEMENT OF DUTIES: The Vocational Instructor (Graphic Arts Safety) serves students in a program of study which integrates an academic curriculum with technical and occupational curriculum to provide them with a pathway to post-secondary education and careers. The Vocational Instructor (Graphic Arts Safety) works with individuals to provide hands-on experience focused on skill acquisition in the occupation of graphic arts. The industry sector focus is based on the Information and Communication Technology trade in the delivery of instruction in the occupational area of graphic arts consistent with the credential held by the instructor. The position is responsible for engaging with special education teachers and adult education instructors to collaborate on the selection and implementation of an academic curriculum and instructional materials; as well as the use of data to inform instruction. Provides and directs individualized and group-oriented education, transition, and vocational skills training related to the educational program as written in individuals' Individual Program Plan (IPP). Adheres to and implements all facility policies and procedures. Must possess and maintain a valid Designated Subjects CTE Teaching Credential issued by the California Commission on Teacher Credentialing (CTC) which authorizes the holder to teach career technical, trade or vocational courses in the occupational area of graphic arts in the Information and Communication Technologies Trade Industry Sector named on the credential in courses organized primarily for adults. CTC State issued credential must be in good standing.

SUPERVISION RECEIVED: Central Program Services Supervisor of Academic Instruction; Functional supervision by Employment Director (Unit Supervisor) during non-WIOA paid employment opportunities.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained within this duty statement. This position has ongoing responsibility for the protection and safeguarding of the public and property, and regular and substantial contact with forensic individuals. As a condition of employment, incumbents are required to and capable of responding to emergency situations and provide a level of service to the public such that the safety of the public and of property is not jeopardized. Employees will be required to perform the following essential functions: must be able to lift 50 pounds without assistance; must be

able to participate in containments, interventions, or restraints in emergency situations; must have the ability to work extended hours if so needed.

TYPICAL WORKING CONDITIONS: The Vocational Instructor (Graphic Arts Safety) used by the Department of Developmental Services, Porterville Developmental Center (PDC) is responsible for maintaining order and supervising the conduct of individuals; maintaining the safety of persons and property; and delivering classroom instruction and hands-on vocational training to ensure the achievement of adult students using evidence-based practices and recognized instructional strategies to create a learning environment for students to achieve their learning goals. The Vocational Instructor (Graphic Arts Safety) incorporates activities and instruction designed to build appropriate social emotional skills; and support the students as they develop academic proficiency. Potential exposure to communicable diseases, blood borne pathogens, and other conditions common to a clinical nursing environment. Ensures the safety of public, staff, and forensic individuals, which may include, but not limited to: escorting forensic individuals in the facility; distributing and accounting for all training equipment and supplies to prevent their use as weapons; inspecting facilities to identify security breaches that could lead to the escape of a forensic individual; and observing and intervening in forensic individual behaviors that may injure people, damage property, or signal impending escape attempts. Required to maintain personal safety by wearing Personal Protective Equipment (PPE) and ensuring that the PPE is in good, working condition.

ESSENTIAL FUNCTIONS: 90%

- 20% Establishes and carries out classroom procedures and routines appropriate for the students in each class. Plans and provides evidence and research based instructional practices for academic and career content areas for the graphic arts occupation within the information and communication technologies trade industry sector. Delivers differentiated instruction using adult-level curriculum, textbooks, and supplemental materials, as appropriate. Demonstrates the proper use, care, and safety requirements for all equipment, tools, and materials utilized at the Graphic Arts Studio. Instructs students on basic math skills and literacy skills needed for printing, production, and editing purposes. Teaches students about design fundamentals, basic computer skills, design software, print production, image editing, typography, project management, ethical and legal considerations, marketing, personal grooming, communication, and current trends in the industry. Uses effective student-centered learning methodologies and instructional strategies that encourage student engagement and involvement. Connects lessons with students' level of prior knowledge and/or interests to explain concepts, terms, principles, and other content. Delivers lessons and utilizes curriculum appropriate for adult learners to meet the learning needs of culturally diverse and multi-skilled level students.
- 15% During non-WIOA periods, identifies and creates paid work opportunities for individuals to apply their acquired skills to gain practical experience while earning paid compensation. Responsible for overseeing and supervising individuals during these paid work opportunities, ensuring their adherence to professional standards,

safety guidelines, and quality craftsmanship. Collaborates with other credentialed vocational instructors to evaluate individual performance, provide constructive feedback, and support individuals' continuous skill development. Accurately and daily record individuals' time into Production Plus' system for accurate payment of time worked for each individual.

- 15% Provides daily coaching to classroom paraprofessionals (i.e., Psychiatric Technicians, Psychiatric Technician Assistants), and other staff assigned to assist with educational and career instruction and support to students. Guides paraprofessionals and other staff to assist with the following tasks: supervising individuals during paid employment hours during non-WIOA periods, tutoring students on daily lesson plans; collaboration regarding student academic progress; collection and correction of student work; strategies to facilitate and remediate tutoring; and completion of education- and work-related documentation.
- 10% Ensures the safety for individuals, visitors, and staff. Responds to emergencies that involve the use of medical/behavioral intervention techniques as outline in facility policy and procedures which can include absent without leave (AWOL) and emergency disaster situations. Escorts students to and from sites while ensuring custody needs are met and ratios are followed as identified in each student's IPP. Performs safety checks and accountability expectations are followed as outlined in the Central Program Services (CPS) policies. Controls and coordinates the use of supplies, materials, and equipment. Maintains classroom discipline, provides a safe learning environment, prevents escape and injury. Ensures all equipment is accounted for and secured as well as the environment is checked before and at the end of each instructional session to ensure that it is free from anything that can be harmful or assist in escape. Maintains a therapeutic environment which promotes respect and dignity, and protects the privacy, rights, confidentiality, and physical/emotional well-being of students.
- 10% Purposefully and constructively prepares for instruction during non-instructional periods or complete other activities that support classroom instruction or support student needs or adapt to changing program needs. Collaborates with other credentialed educators to engage in activities such as coordination of education and career assignments, development of lesson plans, exchange of content knowledge, discussion of classroom management techniques, review of instructional strategies, and research of education-related topics. Relies on experience and professional judgment to plan and accomplish educational goals and prepare relevant and practical lessons, activities, and projects. Participate in professional development activities, meetings, continuing education programs, and mandatory training requirements consistent with facility policies and procedures.
- 10% Determines the educational needs of students using various student assessment tools. Administers formative assessments throughout daily instruction to measure the student's learning progress; administers summative assessments to measure the outcome of the student's learning; and other assessments at specific intervals as

determined by the interdisciplinary team (IDT) to document the student's learning gains, needs, and strengths. Administers student pre-and post-test competency according to the dates established by the Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act (AEFLA) grant requirements. Participates as a member of the IDT in all aspects of the development and implementation of the students' IPP, develops desired outcomes, reports student progress and the outcome of assessments during IDT meetings to provide the members with an opportunity to make modifications to the student's programming.

- 10% Responsible for data entry, analysis, and education reporting requirements which ensure accountability with Federal and/or State educational programs (i.e., attendance, progress reporting, assessment reporting, etc.), as well as for Department of Rehabilitation and Department of Labor. Ensures the accurate and timely entry of data that allows for the tracking and monitoring of progress to improve student performance and compliance with program level. Provides on-going observation and recording of student's physical conditions, behaviors, and student engagement in their program. Ensures any significant changes are reported to and communicated with clinical staff and/or the appropriate IDT member (i.e., Unit Supervisor, Senior Psychiatric Technician, psychologist, physician, residence staff, IPC, etc.). Ensures all required documentation (i.e., General Event Reports, Client Immediate Protection Plan, Malingering forms, Highly Restrictive Intervention, Interdisciplinary Notes, monthly summary review, etc.) are completed on time per facility policies.

MARGINAL FUNCTIONS: 10%

- Prepares and submits purchase orders needed for instructional materials, supplies and/or equipment through the purchasing process in collaboration with teacher(s).
- Performs other duties as required.
- May be assigned to various sites and/or activities.

COORDINATION: Typical work week is Monday through Friday, 0730 –1600. Weekends and holidays off unless otherwise arranged with Supervisor or designee. This position is designated as Work Week Group (WWG) SE. WWG SE employees are expected to work as many hours as necessary to complete the work assigned. WWG SE employee work schedules may fluctuate at times depending on the nature and amount of work to be performed. In the absence of work requiring irregular or fluctuating hours of work, WWG SE employees are expected to maintain a consistent work schedule as directed by the Program Director.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____