

The Department of Children and Families
JOB OPPORTUNITY
VOCATIONAL INSTRUCTOR (EXTENDED SCHEDULE)
CJTS - Caddy School

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: CJTS - 1225 SILVER STREET, MIDDLETOWN, CT 06457
Job Posting No: MB5266CJTS
Hours: 34.00
Salary: **\$29.14 hourly**
Closing Date: 7/24/2013

Eligibility Requirement: This is a part-time, 34 hours per week, position. Qualified applicants must possess or be eligible for a valid CT Teaching Certificate with Trade & Industrial Occupations - Comprehensive High School endorsement #098. General experience: High School graduation or possession of a high school equivalency diploma and eight (8) years of employment and/or teaching experience in the subject field; Commercial Cleaning. Duties include but are not limited to: planning and conducting a vocational program in accordance with curriculum established for Commercial Cleaning under the guidelines of Unified School District #2; conducting daily classes and overseeing workers on the jobsite, correcting papers and tests, preparing reports and maintain facility security functions for the safety of residents and staff. The successful candidate will: be able to effectively train youth in the field of commercial cleaning with the goal being to obtain employment in the field; will have a desire to learn, seek new challenges and take on additional responsibilities as the program evolves. The successful candidate will possess: excellent reasoning ability; good common sense with ability to solve practical problems; the ability to adapt to change; the ability to prioritize multiple tasks; good communication and interpersonal skills; the ability to work effectively with a team; the ability to work independently as needed to support the group effort. The successful candidate will comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and any equipment used in the class.

Knowledge, Skills and Abilities:

Knowledge of educational principles, methods and techniques; skill in a particular trade or occupation; teaching ability; ability to work effectively with inmates and/or students; ability to express ideas simply and clearly, orally and in writing.

General Experience: High School graduation or possession of a high school equivalency diploma and eight (8) years of employment and/or teaching experience in the subject field.

Special Experience: (from the Class Specification): Incumbents in this class must meet the State Board of Education requirements to receive initial educator certificate to teach Vocational Education.

Note: *Payment for employees on the extended schedule will be determined by the appropriate contract

This replaces the existing title of and specification for the class of Correction Department Vocational Instructor (Ten Month 2519) (Extended Schedule 2514) in Salary Group NE 18 approved effective September 1, 1981. (Parenthetical title Ten Month abolished 5/23/97. Extended schedule title revised and retitled to expand usage to Department of Children and Families.)

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above listed requirements should submit the [State of Connecticut Application for Employment \(CT-HR-12\)](#), three (3) letters or contact information of professional supervisory references, a letter of intent indicating the job posting number MB9622CJTS, resume, and a copy of any license or certification required:

Mail Application to:
DCF
Lizette Basile
1225 Silver Street, Middletown, CT 06457
FAX: 860-707-1954
humanresources.dcf@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.