HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Vocational Training Instructor

Job Code: W0113
Pay Grade: WO
Pay Scale: $31.57-$59.01 Hourly; $65,665.60-$122,740.80 Annually
Exempt: No

OVERVIEW

Provide vocational training in skilled trades to inmates within the detention facility.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Develop/deliver curriculum to inmates in construction, automotive maintenance and repair, or other skilled trades.
- Design and provide plans for projects appropriate for the Vocational Training Program (VTP).
- Instruct inmates on proper methods, techniques, and safety practices for classroom activities and use of tools during assigned projects.
- Support deputies in supervising inmates assigned to the VTP.
- Evaluate performance, document progress, and provide feedback to program participants.
- Administer tests to participants.
- Assist with procuring materials and tools needed for the VTP.
- Maintain current trade certifications and participate in ongoing professional development to keep instructional practices and content up to date.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of the principles, practices, methods, tools, materials, and equipment used in the construction, automotive and/or other skilled trades.
- Considerable knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Knowledge of employment opportunities, trade unions, and industry partners.
- Ability to deliver effective instruction to diverse learners in a group setting.
- Ability to develop appropriate curriculums.
- Ability to plan, organize, and coordinate inmate work assignments.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate, both orally and in writing.
- Ability to follow established policies and procedures.
- Ability to use a computer and related software.

SKILLS

- Curriculum Development
- Tool Handling
- Tool Safety
- Class Instruction
- Curriculum Delivery

WORKING CONDITIONS

- Work in a classroom/vocational setting within a detention environment, with regular contact with inmates.
- May have occasional exposure to explicit or disturbing behavior.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in very heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 100 pounds).
- May work day or night shifts and non-standard hours/days including weekends and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Three years of teaching, training, or supervisory experience in respective skilled trade.

OR

- An associate degree from an accredited institution of higher education.
- Two years of teaching, training, or supervisory experience in respective skilled trade.

OR

- A bachelor’s degree from an accredited institution of higher education.
- One year of teaching, training, or supervisory experience in respective skilled trade.

REQUIRED POST-EMPLOYMENT TESTING

- Completion of an approved general instructor techniques course within 90 days of hire.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations.

Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Valid State of Florida Department of Education Professional Educator's certificate.
- Possession of an Instructor Certification through the National Center for Construction Education and Research (NCCER) or be able to successfully complete the NCCER Instructor Certification Training Program (ICTP) to teach CORE Curriculum.