

County of
HENRICO
Virginia

CLASS SPECIFICATION FOR
Instructional Specialist

GENERAL STATEMENT OF DUTIES: Performs professional level Capital Region Workforce Partnership (CWRP) activities relating to client educational services and Partnership requirements; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class instructs clients to assist them in overcoming educational and vocational deficiencies so that they are employable. The incumbent works with a minimum of direct supervision and has latitude in deciding procedures and methods to be used. The incumbent carries own client caseload and serves as the Partnership's direct contact with client and service delivery agents. The employee maintains a thorough understanding of regulations, policies and procedures of the Partnership. Work is performed under the supervision of a Division Supervisor or Employment/Training Coordinator.

EXAMPLES OF WORK (illustrative only):

- Trains/instructs clients in basic skills, academics and GED preparation through computer-assisted learning systems;
- Develops and executes outreach Workforce Investment Act (WIA) eligibility determination;
- Provides aptitude, achievement and interest testing and interprets results;
- Facilitates operation of Partnership academic remediation and GED preparation activities on a daily basis;
- Monitors participant caseload and develops alternative educational approaches to meet special needs of individuals;
- Coordinates all programs and activities within the Learning Center to meet goals and objectives of Partnership plan;
- Instructs participants through computerized-learning system;
- Assesses participants' educational status through the use of pre- and post-testing;
- Monitors participants' progress and counsels to ensure each individual's successful program completion;
- Provides guidance to CWRP employment and training staff on use and results of testing;
- Instructs clients in job-seeking skills and life skills individually and in small groups;
- Compiles data from testing to use in program planning;
- Develops educational programs and activities to meet client needs and program goals;
- Coordinates short-term specific educational and/or vocational projects;
- Maintains data as required on client caseload and related program activities for reporting purposes and for monitoring of client enrollment and expenditure levels;
- Recognizes trends in program operation and results and makes recommendations for and assists in developing corrective action plans;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of local labor market and employment opportunities and an understanding of the knowledge, skills and abilities required in basic jobs and occupations; knowledge of the use and administration of educational and vocational assessment instruments; ability to effectively instruct clients; ability to work independently and to maintain a flexible but efficient work schedule; ability to express ideas clearly and concisely, both orally and in writing; ability to establish and maintain a good working relationship with clients, public and private agencies, and the employer community; ability to meet and work with government and business officials.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree and one (1) year of instructional experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

SPECIAL CONDITION: The continuing existence of positions in this classification is subject to and contingent upon funding levels provided by the federal government through the Workforce Investment Act (WIA).

ADDITIONAL REQUIREMENT: Some positions may require possession of a valid driver's license issued by the State of Virginia.

BB92 (formerly BB57)
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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.