

**POSITION TITLE:** Instructional Specialist – Apprenticeship (Adult Education Evening School)

**QUALIFICATIONS:** Postgraduate professional license with endorsement in the area of education leadership and supervision. A minimum of five years of recent successful experience as an administrator or supervisor with a minimum of three years' experience with adult education or career and technical education as a teacher or instructor. Excellent interpersonal, communication, presentation, and organizational skills required. Must have the ability to provide leadership and management of apprenticeship programs to achieve established goals and objectives. Must have the ability to work nonstandard hours including evening and some night work. Must have the ability to facilitate the development of job opportunities for students and have comprehensive knowledge of teaching techniques, instructional materials and current trends in adult career and technical education. Comprehensive knowledge and experience of systematically planning, executing, and evaluating individual and group instruction is required. Must have extensive knowledge of the competencies necessary for effective organization and management of laboratory instruction, work site training/instruction, and for developing and utilizing systematic methods and instructions for appraising and recording student progress in the adult career and technical classroom or on the job site. Must have knowledge of the competencies necessary to assist students in job placement and in otherwise bridging the gap between education and work. An understanding of the content, skills, and techniques necessary to teach a particular trade area and the role of technology and computers in the teaching and learning of trades is essential. Must have the ability to establish and maintain effective working relationships with program managers/specialists, school administration and staff, central office staff and representatives of affiliated organizations.

**PERFORMANCE EXPECTATIONS:** Supervises a citywide and metropolitan area Apprenticeship Training Program as promulgated by the Virginia Department of Labor. Serves as administrator for the City Adult Evening School Program administered from the Richmond Technical Center. Develops, organizes, schedules and markets the availability of related apprenticeship opportunities and adult career and technical education classes. Prepares the annual plan, the accountability report for apprenticeship related instruction and training, and develops and maintains the annual budget by tracking expenditures and providing periodic reports. Maintains an active working relationship with apprenticeship representatives of the Virginia Department of Labor and Industry, U.S. Department of Labor, City, County, and state economic development personnel, and other related agencies. Serves as a consultant to joint apprenticeship training committees, trade associations and other sponsors of apprentices. Develops and promotes apprenticeship training opportunities, provides for training of instructors and markets these opportunities to area high schools. Observes related classes as needed to maintain appropriate quality of instruction consistent with established standards. Develops or selects appropriate curriculum materials and monitors the use of these materials with sponsors, teachers and appropriate advisory committees. Ensures that safety and health training standards as defined by the Department of Labor and Industry are a part of the instruction in each trade area. Reviews community surveys to learn local job/career opportunities for developing apprenticeship programs. Assists with developing alternative career and technical opportunities for at risk students. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs difficult professional work supervising the Apprenticeship Program; does related work as required. Work is performed under general supervision. Very limited supervision is exercised over teachers and assigned support staff. This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

**REPORTS TO:** Director of Career and Technical Education

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 123

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt