# Classification Series

**CLASSIFICATION SERIES:** Teacher 1 - 4 (Vocational - Pre-Vocational)  
**SERIES NO.:** 7181  
**MAJOR AGENCIES:** Mental Health  
**EFFECTIVE DATE:** 03/26/1990

## Series Purpose

The purpose of the teacher (pre-vocational) occupation is to instruct residents housed in one state facility in adult basic education, to evaluate job readiness & sorting & typing skills. This classification is only to be used when students are working to earn a GED.

## Class Title and Number

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Class Number</th>
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</thead>
<tbody>
<tr>
<td>Teacher 1 (Vocational-Pre-Vocational)</td>
<td>71811</td>
</tr>
</tbody>
</table>

**Effective Date:** 03/26/1990

**Class Concept:**
The full performance level class works under direction & requires considerable knowledge of teacher education in order to instruct residents housed in one state facility in adult basic education, to evaluate job readiness & sorting & typing skills. All employees in this class must possess a baccalaureate degree or less.

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Class Number</th>
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<tbody>
<tr>
<td>Teacher 2 (Vocational-Pre-Vocational)</td>
<td>71812</td>
</tr>
</tbody>
</table>

**Effective Date:** 03/26/1990

**Class Concept:**
The full performance level class works under general direction & requires considerable knowledge of teacher education in order to instruct residents housed in one state facility in adult basic education, to evaluate job readiness & sorting & typing skills. All employees in this class must possess a baccalaureate degree & twenty additional quarter hours.

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Class Number</th>
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<tbody>
<tr>
<td>Teacher 3 (Vocational-Pre-Vocational)</td>
<td>71813</td>
</tr>
</tbody>
</table>

**Effective Date:** 03/26/1990

**Class Concept:**
The full performance level class works under direction & requires considerable knowledge of teacher education in order to instruct residents housed in one state facility in adult basic education, to evaluate job readiness & sorting & typing skills. All employees in this class must possess a master's degree.

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Class Number</th>
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<tbody>
<tr>
<td>Teacher 4 (Vocational-Pre-Vocational)</td>
<td>71814</td>
</tr>
</tbody>
</table>

**Effective Date:** 03/26/1990

**Class Concept:**
The full performance level class works under direction & requires considerable knowledge of teacher education in order to instruct residents housed in one state facility in adult basic education, to evaluate job readiness & sorting & typing skills. All employees in this class must possess a master's degree & thirty hours of post-graduate study.
JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Assesses educational needs of residents, develops lesson plans to address those needs to include individualized assignments & training, provides instruction in adult basic education, evaluates students for job readiness, assesses sorting & typing skills of students, provides individual assistance, administers, scores & interprets examinations & proficiency indicators, maintains discipline &/or security & counsels students concerning their performance, behavior &/or personal problems.

Attends variety of meetings (e.g., Individual Habilitation Plan, in-service training, parent conferences, treatment team, student interviews); prepares required records & reports (e.g., enrollment figures, grades, student progress); inventories & orders supplies & materials needed; organizes &/or monitors extracurricular activities; researches, selects & recommends new teaching materials.

MAJOR WORKER CHARACTERISTICS:
Knowledge of teacher education in adult basic education, assessing job readiness & sorting & typing skills for assigned grade level; departmental policies & procedures concerning operations of educational program to include those for discipline &/or security*. Skill in operating equipment associated with pre-vocational education & audio-visual equipment. Ability to assess educational needs of students & develop appropriate lesson plans & individualized assistance; prepare & maintain accurate & concise reports & records; gather, collate & classify information about data, people or things; establish good rapport with students & work cooperatively with other facility staff members.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Any current Teacher Certificate appropriate for grade level to be assigned; Teacher 1, 71811, must also have baccalaureate degree or less; Teacher 2, 71812, must also have a baccalaureate degree & 20 additional quarter hrs. but less than master's degree; Teacher 3, 71813, must also have master's degree; Teacher 4, 71814, must also have master's degree & 30 hrs. of post-graduate study.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Provisional certificate must be renewed in accordance to Section 3301-23-22 of Administrative Code.

UNUSUAL WORKING CONDITIONS:
May be exposed to dangerous residents; may be exposed to contagious diseases.