



## CTT Instructor (Substitute)

Little Rock Job Corps Center  
6900 Scott Hamilton Dr.  
Little Rock, AR 72209-3144  
<https://littlerock.jobcorps.gov>

Reports to the Career Technical Training Manager and is an hourly, non-exempt position. Performs as an instructor in a regular classroom setting, presenting instructions in designated subject area. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

### Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Promotes a positive and desirable atmosphere within the classroom setting to ensure maximum student motivation.
- Maintains a high degree of discipline within the classroom setting in order to ensure maximum learning.
- Establishes a high degree of student/ instructor rapport.
- Utilizes all possible curriculum resources available.
- Maintains student personnel folders.
- Records and forwards daily attendance to the Student Records area.
- Assists in the completion of all necessary Job Corps forms.
- Responsible for building and equipment in seeing that security measures are taken, and equipment and supplies are cared for.
- Accountable for the cleanliness of classrooms.
- Prepares reports such as student/staff hours, requisitions and monthly student evaluations.
- Assists Supervisor during scheduled inventory.
- Attends required staff training sessions.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

### Education and Experience Requirements:

- Certification for state of employment. Professional license/accreditation by professional trade organization is required. If candidate is not state certified, he/she must have practical experience in subject/trade. Must have ability to transfer topical knowledge to meet specific learning objectives.
- Prefer extensive practical knowledge of trade and teaching experience.
- Valid State driver's license in the state of employment.

**Additional Requirements:** Knowledge of required subject area. Ability to compose descriptive reports; utilize appropriate techniques to implement program activities; verbally direct individuals and groups; remedy dysfunctional behavior; intervene with students in crisis with aggression control/safe physical management restraint techniques. Knowledge of housekeeping techniques and management. Ability to read, comprehend, interpret, communicate and execute instructions fluently in English. Ability to successfully complete mandated training courses. Ability to effectively relate to trainee population. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves frequent sitting, standing and walking. Occasionally position involves bending or stooping. Applicant must be able to see, hear, and speak.

**Environmental Demands:** Position requires ability to spend 45% of work time outside and 55% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.