

Class Concept

Positions provide research, curriculum development and instruction in correctional security, treatment, legal issues, operations, health and safety and also plans or participates in planning training course objectives and coordinates scheduling of training courses, audiovisual equipment, and other training aids. Position develops instructional material and evaluates effectiveness of training presented, provides training reports and maintains training records. Positions in this position are responsible for conducting needs surveys, writing course plans and objectives, outlining lesson plans, coordinating instruction with adjunct trainers and other instructors and writing other evaluation reports. Work includes researching materials for course development, developing course strategies and objectives, modifying course content, and participating in evaluation of courses. Work is subject to review and evaluation through reports, student feedback and stakeholders.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to coordinate logistics in implementing programs of instructions and has general knowledge of policies, procedures, practices, as well as operations of the Division of Adult Correction and Juvenile Justice General knowledge of policies, procedures, practices, as well as operations of the Division of Adult Correction and Juvenile Justice.
- Basic knowledge of curriculum design and development as well as instructional delivery.
- Basic knowledge of training principles, methodology and practices. Ability to organize, and coordinate training sessions.
- Basic knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups.
- Ability to plan, organize, direct, and control.
- Ability to maintain effective communication with senior level management, peers, and other staff within the agency.
- Ability to interact with other state and non-state agencies to include Community Colleges for the purpose of establishing good working relationships, with other training professionals, needed in helping to carry out the department's many training programs.
- Must have the ability to exercise sound judgment and direction in applying interpreting policies and procedures within.

Minimum Education and Experience

Bachelor's degree and two years of directly related instruction and training experience in the subject matter specialty; or graduation from high school and five years of experience; or an equivalent combination of education and experience.

Must have current required certification with the ability to maintain any and all certifications required by OSDT, NCDPS, and by the North Carolina Criminal Justice Education & Training Standards Commission.