PROGRAM INSTRUCTOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for educational services that promote positive youth development. The Program Instructor works closely with school administrators and human service agencies to define objectives, establish lesson plans to meet designated goals and provide training classes for staff and students. The incumbent provides educational training related to conflict resolution, violence prevention, dealing with bullies, etc. The incumbent reports directly to the Commissioner of Youth and Family Services. Supervision over others is not a responsibility of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Collects, organizes, analyzes and interprets data from school administrators and human service agencies relating to developing programs for students regarding conflict resolution, violence prevention, dealing with bullies, etc.;
- Promotes, executes and administers training programs with schools and human service agencies to identify and develop appropriate training programs for their students’ needs;
- Develops and participates in training and seminars at schools and agencies who request these services;
- Provides staff development presentations to assist in their professional development;
- Conducts and evaluates training classes related to conflict resolution, violence prevention, dealing with bullies, etc.;
- Creates new training classes and corresponding training materials;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of both the human services profession and the developmental needs of youth;
- Good communication and interpersonal skills;
- Good knowledge of personal computers and office equipment;
- Skills in collecting, organizing, analyzing and interpreting data and information;
- Ability to develop training programs based on identified needs in the community;
- Ability to do public speaking and make presentations to large groups;
- Ability to express oneself effectively both orally and in writing;
- Ability to understand oral and written directions;

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- Ability to establish and maintain a working relationship with co-workers, clients, agencies and the community at large;
- Ability to work independently;
- Tact and courtesy;
- Good judgment;
- Dependability;
- Integrity;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**A)** Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in Human Services, Social Sciences, Education or related field and two (2) years of paid fulltime experience working with youth and/or community service programs or a related field; **OR**

**B)** Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in Human Services, Social Sciences, Education or related field and four (4) years of paid experience working with youth and/or community service programs or a related field; **OR**

**C)** Any equivalent combination of training and experience as defined by the limits of A) and B) above.