

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Community Coordinator	Level: none
Title Code No: 56058	Salary: \$31.00 – \$35.00 Frequency: HOURLY
Business Title: Correction Academy Instructors (Part-time)	Work Location: 66-26 Metropolitan Avenue, Middle Village, New York 11379
Division/Work Unit: Correction Training Academy	Number of Positions: 4
Job ID: 180404	Hours/Shift: Day and Evening (28 hours per Week)

Job Description

The Department of Correction Training Academy is seeking New York State Division of Criminal Justice Services (NYS DCJS) certified General Topics Instructors to serve as part-time Academy Instructors. The incumbents will be responsible for the planning and delivery of classes related to the Academy's recruit training program. The selected candidate will also be responsible for ensuring classes are delivered within the specifications of DOC policies and procedures, NYS DCJS guidelines, and the Municipal Police Training Council established curriculum on the Basic Course for Correction Officers. The instructors will perform appropriate in class assessments to determine whether training programs meet and achieve goals and objectives; assist with the creation and revision of recruit lesson plans and other relevant training materials; make recommendations to the Director of Training Management in order to obtain optimum efficiency in the utilization of staff, equipment, technology and other operating resources; and support the work of the Commanding Officer and Director of Training Management, as needed.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience equivalent to "1", "2" above. However, all candidates must have at least one year of experience in "1" above.

Preferred Skills

Proficiency in MS Word, Excel, PowerPoint and Outlook. Outstanding interpersonal and writing skills. Excellent communication, organizational, analytical and presentation skills highly desired. Experience or knowledge of curriculum design, lesson plan development, and training delivery. Background in training, staff development preferred. NYS DCJS certification as a General Topics Instructor is a plus; training for this certification will be provided for candidates selected for this position.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#180404

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#180404

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 01/09/2015	Post Until Filled
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The City of New York and the Department of Correction are Equal Opportunity Employers