

**SENIOR INSTITUTIONAL TRADES INSTRUCTOR (TAILORING) (NY HELPS PROGRAM)**

**General Statement of Duties and Responsibilities**

Under general supervision, supervises and directs Instructors of Tailoring, coordinating all operations of the Tailor Shop, including laying patterns cutting cloth, manufacturing and assembling clothing into finished products; supervises and directs training of inmates in the various operations of the Tailor Shop; performs related work.

**Examples of Typical Tasks**

Coordinates operations of the Tailor Shop.

Is responsible for the receipt, cutting and distribution of all raw materials.

Is responsible for the flow of work so as to maintain an assembly line production system.

Is responsible for the return of all finished garments to Storekeeper.

Is responsible for the supervision of care, maintenance and repair of all power and hand operated equipment located in the tailor shop,

Is responsible for the training of inmates who are assigned to the shop. Supervises Institutional Trades Instructors (Tailoring) who are assigned to the shop.

**Qualification Requirements**

1. Graduation from a trade, technical or vocational high school and two (2) years of satisfactory, recent experience in tailoring; or
2. Graduation from an academic high school and four (4) years of satisfactory, recent experience in tailoring or in the teaching of it; or
3. A satisfactory equivalent.

**Note:**

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Senior Institutional Trades Instructor (Tailoring) (60331)” as competitive class employees.

**Probationary Period:**

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.