

City of Dallas
Classification Specification

Title:	Instructor	Class Code:	20001
Application:	Single Incumbent	Pay Grade:	G
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Develops educational materials, prepares and conducts training programs for City employees and the public.

Essential Functions:

1. Instructs training classes and courses for employees involving personal development, business procedures, and technical subjects including in-the-field instruction on equipment to improve employee performance.
2. Develops educational materials, curriculum, outlines, manuals, lesson plans and other training aids.
3. Coordinates and schedules classes, keeps records, compiles data related to training, and evaluates effectiveness of training.
4. Stays up to date with current training and development techniques and practices.
5. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Must have effective writing skills and be able to write curriculum and training manuals.

Ability to speak in a clear and fluent manner to various sized groups.

Must be able to plan lessons and develop educational strategies.

Some positions may require a Texas Vocational Instructor Certificate.

Some positions may require a Texas Water Commissions Wastewater Operator Class "B" Certificate.

Some positions may require journeyman level experience in a skilled trade.

Working Conditions and Hazards:

Work performed under normal office conditions.

Exposure to outside conditions while conducting instruction in the field.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

