

CDL Vocational Instructor

Endorsement #098: Trade & Industrial Occupations

Recruitment #250506-2515T4-001

Location Enfield, CT

Date Opened 5/21/2025 12:00:00 PM

Salary \$68,792* - \$72,241/year (*New State Employees Start at Minimum)

Job Type Open to the Public

Close Date 6/5/2025 11:59:00 PM



INTRODUCTION



Connecticut State

Department of Correction

The State of Connecticut, Department of Correction (DOC) is looking to hire an energetic professional to teach a CDL curriculum to our inmate population in the role of CDL Vocational Instructor for the Robinson Correctional Institution in Enfield, CT.

We are seeking a professional who obtains experience as a CDL Class A driver or with CDL instruction for 49 CFR Part 391/392. The candidate should be eligible to earn a Connecticut #098 Trade & Industrial Occupations - Vocational Endorsement during their time of employment if they do not hold this endorsement at the time of application. Out-of-state CDL endorsees are encouraged to apply, as well!

POSITION HIGHLIGHTS:

- Full time, 35 hours per week
- Monday through Friday, first shift schedule
- Located at the Robinson Correctional Institution in Enfield, CT.
- Note: This is a Hazardous Duty position. Candidates selected for hire, are required to attend a fourteen (14) week training at the CT DOC Training Academy. More details can be found in the 'Selection Plan' of this job bulletin.
- Salary details derived from the P-3B T1-T4 35 Hour Pay Plan are outlined below:

	B.S. Degree	M,S, Degree	6th Year
Step 1 (minimum)	\$64,170	\$67,382	\$72,098
Step 14 (maximum)	\$97,168	\$114,107	\$122,095

*New state employees start at applicable minimum.

BENEFITS AND BALANCE AT THE STATE OF CONNECTICUT

Our state has a lot to offer - from fun activities for all ages, to great food and shopping, to beautiful state parks and forests, to our diverse cultures and rich history. Connecticut is a great place to live! Learn more about Connecticut [here](#).

Work at a Forbes-recognized company! Connecticut is proud to be featured on both America's Best Employers by State and Best Employers for New Grads in 2024. With our dynamic job market and commitment to fostering a thriving workforce, Connecticut stands out as a top destination for both seasoned professionals and fresh graduates seeking to launch their career.

What we can offer you:

- The opportunity to work for a Forbes top company: 'Forbes' State of Connecticut Ranked One of the Best Employers of 2023 - State of CT Receives National Recognition for Offering Job Growth, Competitive Benefits, and Flexible Schedule
- Professional growth and development opportunities
- A healthy work/life balance to all employees

Visit our new State Employee Benefits Overview page!

Perks of the job:

- A variety of medical and dental plans;
- Participation in a hybrid retirement plan which provides a retirement benefit, that may include retiree health insurance;
- Option to maintain State of CT Teacher Retirement Plan or enroll in the State Employee Retirement System;
- Sick and personal leave;
- Five (5) weeks of scheduled vacation time;
- We encourage a healthy work/life balance to all employees.

ABOUT US

The Connecticut Department of Correction is a diverse agency with a wide variety of employees from Correction Officers, to Educators, to Managers and Skilled Professionals. We value differences that make us stronger as a team and support our mission statement.

The Connecticut Department of Correction (DOC) is the agency responsible for corrections in the U.S. State of Connecticut. The agency operates 13 correctional facilities. It has its headquarters in Wethersfield. The DOC protects public safety by ensuring offenders serve their sentences of imprisonments in facilities that are safe, human, and provide re-entry programming.

The State of Connecticut, Department of Correction is a unified system; all sentenced and unsentenced offenders are supervised by the DOC. The Department also provides supervision for offenders on parole, community release, and other discretionary release programs.

OUR SCHOOL DISTRICT

USD #1 is dedicated to providing quality educational programs for incarcerated individuals. Students are offered academic knowledge, vocational competencies, and life skills integrated with technology in a positive environment to foster lifelong learning, multicultural awareness, and a successful social transition. USD#1 offers an array of academic programming, including:

- K-12 High School Program
- Adult Basic Education (ABE)
- General Education Development (GED)
- Credit Diploma Program (CDP)
- English Second Language (ESL)/ Teaching English to Speakers of Other Languages (TESOL), and;
- a wide variety of Career-Technical Education (CTE) programs.

Our USD#1 motto is defined by the Latin phrase on the District's seal. The phrase, "Non Sum Qualis Eram," translates into English as "I am not what I once was." The hope is that returning citizens will be provided with some of the core tools required to change their path in life through education.

YOUR ROLE

The goal of this program is to provide the skills needed in order to earn the CT Commercial Learner's Permit and pass the skills test. This course stresses commercial vehicle basic operation, safe operating procedures, advanced operating procedures, vehicle systems and reporting malfunctions, and non-driving activities.

Through practice and discussion, students are taught skills in basic vehicle control and mastery of basic maneuvers, as covered in 49 CFR 383.111 and 383.113. Participants earn a CT CLP after passing a test administered by the CT Department of Motor Vehicles.

Duties in this role will include:

- Prioritizing safety and security as it pertains to staff, victims, citizens, and offenders;
- Developing educational plans for individuals and groups;
- Setting short and long term goals and evaluating student progress;
- Participating in planning team meetings and case review conferences to assess student behavior;
- Holding conferences with parents or officials concerned with student performance;
- Relating to professionals in ancillary educational roles;
- Maintaining student records and writing reports;
- Modeling the best teaching practices.

More details can be found within the class specification.

START WITH US. STAY WITH US. GROW WITH US.



**#MakeItHere
in your Career**
Your future in
DOC's Unified School District #1
has limitless opportunities.



PURPOSE OF JOB CLASS (NATURE OF WORK)

In a Department of Correction School District vocational education section and the Department of Children and Families this class provides instruction and supervision in vocational and occupational subjects to a group of inmates and/or residents.

EXAMPLES OF DUTIES

- Plans and conducts a vocational program in accordance with curriculum established for vocational education developed under guidelines established by the State Department of Education-Division of Vocational Education;
- Conducts classes and shop sessions in vocational and occupational subjects;
- Corrects papers and tests;
- Counsels inmates and/or students and gives individual instruction;
- Maintains tools and equipment;
- Attends staff and other professional meetings;
- Prepares reports on inmates and/or students as required;
- Performs all the security functions necessary to maintain safety of inmates and/or students, associates and other members of the institution populations;
- Performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

- Knowledge of educational principles, methods and techniques;
- Skill in a particular trade or occupation;
- Ability to
 - work effectively with inmates and/or students;
 - express ideas simply and clearly, orally and in writing;
 - teach.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

High School graduation or possession of a high school equivalency diploma and eight (8) years of employment and/or teaching experience in the subject field.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Incumbents in this class must meet the State Board of Education requirements to receive initial educator certificate to teach Vocational Education.

NOTE: Payment for employees on the extended schedule will be determined by the appropriate contract.

PREFERRED QUALIFICATIONS

- Possession of, or ability to get, Endorsement #098: Trade & Industrial Occupations - Comprehensive High School
- Experience in leadership and training
- Experience working in an institution setting
- Experience teaching or training a diverse group of people
- Experience teaching or training groups of people with different levels of education
- Current CDL Class A License
- DOT Medical Certificate
- Driving History with no serious or major violations, suspensions, or downgrades
- 5 years of experience as a CDL Class A operator
- Knowledge of aspects of CDL curriculum including: 49 CFR Part 391, 392; using a manual and digital log book; map reading; and route planning.
- Knowledge of parts, equipment and mechanical operation of commercial motor vehicles
- Knowledge of safe driving and commercial vehicle safety techniques and standards
- Excellent Communication skills

ACKNOWLEDGEMENT

As defined by Sec. 5-196 of the Connecticut General Statutes, a job class is a position or group of positions that share general characteristics and are categorized under a single title for administrative purposes. As such, a job class is not meant to be all-inclusive of every task and/or responsibility.

Click on a link below to apply for this position:

**Fill out the
Supplemental
Questionnaire and
Application NOW
using the Internet.**



Apply Online

E-mail | Phone: (860) 713-5205 | 8am - 4:30pm M-F | Powered by 

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