

JOB TITLE
ADULT EDUCATION INSTRUCTOR I

DIVISION
ADMINISTRATION
OR DESIGNEE

REPORTS TO
DESIGNATED DIRECTOR

SALARY SCHEDULE & GRADE
ADULT ED HOURLY SALARY RATE

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
SEPTEMBER 14, 2009

SCOPE OF RESPONSIBILITIES

Assists in the implementation of the Adult and Continuing Education Program by providing instruction to all persons, age 16 or over; provides comprehensive evaluation and instructional program to meet the needs of the students; plans and coordinates classroom program in compliance with federal, state and local directives; and explains purpose of specific program to interested persons.

PERFORMANCE RESPONSIBILITIES

1. Using state and federal directives, plans a program of work to meet the needs and interests of the persons enrolled.
2. Conducts the program by providing instruction, counseling and learning experiences to assist students in reaching their desired goals or objectives.
3. Assists students in their personal endeavors to improve their educational levels and standards of living.
4. Maintains frequent contacts with students while away from the classroom to provide assistance in their learning experiences.
5. Provides continuous evaluation of student's achievement in the program.
6. Promotes program, interprets purpose of program to potential students/clients and interested persons in the community.
7. Maintains records and reports on programs.
8. Interprets the program to civic groups, organizations and community.
9. Performs other duties as assigned by the Director or designee.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

2. High School Diploma or G.E.D. and demonstrated technical knowledge and specialized expertise for the classes where Kentucky State Certification is not required

DESIRABLE QUALIFICATIONS

1. Demonstrated successful classroom teaching experiences
2. Demonstrated successful experience in working with adults

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