

JOB TITLE

ADULT EDUCATION INSTRUCTOR II

DIVISION

ADMINISTRATION

REPORTS TO

DESIGNATED SUPERVISOR

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 programs in compliance with federal, state and local directives; and explains purpose of specific program to interested persons.

PERFORMANCE RESPONSIBILITIES

1. Using local, 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 participants in reaching their desired goals or objectives.
3. Utilizes computerized instruction wherever possible.
4. Assists participant to improve their educational levels and standards of living.
5. Maintains frequent contacts with participants while away from the classroom to provide assistance in their learning experiences.
6. Provides continuous evaluation of participant's achievement in the program.
7. Promotes program and interprets purpose of program for potential participants/clients and interested persons in the community.
8. Maintains records and reports on programs.
9. Becomes familiar with and works toward meeting annual program goals.
10. Performs other duties as assigned by designated supervisor.

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, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Bachelor's degree

DESIRABLE QUALIFICATIONS

2. Kentucky Teacher Certification
3. Master's degree
3. Demonstrated successful classroom teaching experiences
4. Demonstrated successful experience in working with adults

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