

Instructor I, Adult Education

FLSA Status: Exempt

Pay Grade: 13

Job Title ID: 205002

Job Series/Job Family: Workforce Education & Business Development Series / Adult Education Family

Reports To

Designated Adult Education Program Supervisor.

Job Purpose

Responsible for instruction in all levels of ESL and GED, literacy, basic skills, adult secondary skills, GED test preparation including all subject areas (writing skills, social studies, interpreting literature and the arts, and mathematics).

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Prepares student monthly reports; maintains student daily records; monitors and records student progress using formal and informal methods.
2. Participates in the Orientation, Registration and Assessment process; monitors and records student progress using formal and informal methods.
3. Completes annual professional development requirements established by the Texas Education Agency.
4. Participates in required meetings and workshops.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Knowledge of various effective teaching techniques.
- Effective classroom and individual communication techniques.
- All levels of ESL, literacy, basic, adult skills, and test preparation.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining confidentiality of work related information and materials.
- Ability to maintain an established work schedule, including evenings and weekends.
- Must be sensitive to student population, flexible, and be able to follow policies and procedures.
- Demonstrated effective communication and interpersonal skills.
- Effective organizational and planning skills.

Computer Skills

Required

- Demonstrated proficiency using personal computers and standard office software, including spreadsheet and word processing.

Physical Requirements***Required***

- Occasional lifting of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Work is routinely performed in classroom environments.

Work Experience***Required***

- Two years teaching experience in Adult Education or in a related non-traditional setting.

Education***Required***

- Bachelor's degree.

Other***Required***

- Must have reliable transportation to travel between campus locations in the service area.

Safety***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.