

Instructor II, Adult Education

FLSA Status: Exempt

Pay Grade: 14

Job Title ID: 20509

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

Reports To

Designated Adult Education Program Supervisor.

Job Purpose

Instruction at all levels of adult education (AE) and GED, literacy, ESOL, adult secondary skills, technology skills, and GED® test preparation for the four content areas: Reasoning through Language Arts (RLA), Mathematical Reasoning, Science, and Social Studies. Position also includes advising and orientation responsibilities.

Description of Duties and Tasks

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

Required

1. Instructs adult students of all skill levels in math, language, and reading. Prepares students for the GED® test and other required testing.
2. Establishes clear and understandable student classroom expectations and communicates these expectations in written form using a syllabus and in person during the first week of class. Maintains and follows through on these same expectations through the academic period.
3. Assists students in establishing specific and attainable academic and career goals.
4. Develops and follows structured curriculum related to one or more of the four GED® content areas. Areas covered communicated in written form using a syllabus.
5. Participates in the Orientation, Registration, and Advising process.
6. Develops classroom environment conducive to optimal student learning: balance of structure and care.
7. Consistent use of interactive teaching methods including strategies training and differentiated, multisensory activities for whole class, groups, peer-to-peer, and individuals.
8. Maintains, reports, completes, and turns in (where appropriate) all student records by posted due dates including: original in-class sign in sheets, student testing, electronic attendance, online registration, grading, and distance learning hours.
9. Completes annual professional development requirements as required.
10. Participates in required meetings and workshops.
11. Monitors and records student progress using formal and informal methods. Progress test students every academic period using TABE test. Administers End of Term Assessments.
12. Assists with the development and maintenance of departmental end of term assessments and syllabus shells.
13. Mentoring of new ABE/GED hourly instructors.
14. Works with ACC Adult Education Community Partners.

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 methods.
- Familiarity with levels and areas within Adult Education.

- Growth mindset (Dweck, 2006) and its application to teaching.
- Explicit instruction of various learning strategies including modeling metacognitive processes.
- General assessment principles and best methods for test preparation.
- Able to plan and create relevant lessons that match student learning needs. Learning needs determined by on-going formal and informal assessments.

Preferred

- Making Math Real curriculum.
- Experiential instruction (as in ESOL), task, problem, or project based instruction.
- Flexibility to adapt teaching methods to learner differences and needs.

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

- Sensitive to student population, and demonstrate effective communication and interpersonal skills.
- Flexibility to follow policies and procedures as they come available.
- Ability to maintain an established work schedule, including evenings and weekends.
- Maintaining confidentiality of work related information and materials.
- Demonstrated effective communication and interpersonal skills.
- Effective organizational and planning skills.

Preferred

- Ability to instruct using specialized curriculum (i.e. Wilson Reading, Multisensory Grammar, Making Math Real, Neuhaus)
- Use of ESOL instruction methods
- Application of growth mindset (Dweck, 2006) in classroom

Computer Skills

Required

- Demonstrated proficiency using personal computers and standard office software including word processor, spreadsheet, and presentation applications

Preferred

- Assist in managing Distance Learning access for AE /GED students
- Web site development and maintenance
- Ability to access, secure, and maintain online accounts including Google Drive and ACC Online Services

Physical Requirements

Required

- Work is performed in inside various locations.
- Subject to using verbal skills, and standing, walking, bending, reaching, kneeling, pushing, pulling, and manual dexterity.
- Occasional lifting of objects up to 10 pounds.

Work Experience

Required

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

Education

Required

- Bachelor's degree. AE Instructor Level One requires a Bachelor's degree in addition to two years related work

experience.

Preferred

- Master's degree in Adult Education or related field. AE Instructor Level Two requires a Master's degree and two years related work experience.

Other

Required

- Must have reliable transportation to travel to campus and classroom locations.

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.