



JOB DESCRIPTION
Community Education Instructor

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The Community Education Instructor under the direct supervision of the Adult Education Coordinator, participates as a member of the Adult and Community Education staff in planning for instructing and enriching the students enrolled in the Community Education class.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED preferred
- Certification in field of expertise or 2 years of experience

ADDITIONAL REQUIREMENTS:

- Ability to deliver instruction on subject matter to all students in a group setting

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to work well with targeted age group (adults or children)
- Ability to supervise and manage classroom setting
- Ability to follow verbal and written instructions
- Ability to communicate effectively (written and verbal); ability to communicate with email

DUTIES AND RESPONSIBILITIES:

1. Plans and develops the curriculum to be taught in the Community Education class or course.
2. Adheres to District Instructional Calendar when planning days/evenings for classes.
3. Develops lesson plans and syllabus for class and submits to Adult and Community Education Coordinator for review/approval.
4. Collects and utilizes a variety of methods to instruct and train the students.
5. Communicates effectively with all students and staff.
6. Checks on enrollments with the Adult and Community Education staff at least two days prior to commencement date of class.
7. Communicates with the Adult and Community Education Coordinator to inform of special equipment required for class.
8. Maintains accurate attendance roster during time of class and submits it to Adult and Community Education Coordinator or Adult and Community Education Evening Supervisor.
9. Completes time sheet and submits to Adult and Community Education Coordinator or Adult and Community Education Evening Supervisor.
10. Notifies Adult and Community Education Coordinator when available to teach class to establish schedule in a timely manner.
11. Ability to utilize email as a form of communication.
12. Maintains an instructional atmosphere conducive to learning, however, maintains a relaxed environment without the pressures of students trying to earn a grade.
13. Polices classroom at the end of each class to assure items are returned to their original places so the class is ready for the next instructional day; is a good steward of the district's resources.
14. Reports any discrepancies or concerns to the Adult and Community Education Coordinator or Adult and Community Education Evening Supervisor.
15. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbal and written), instruct, read, understand verbal instructions, and maintain emotional control under stress.

PHSYCIAL DEMANDS: Ability to lift and/or carry heavy weight (45 pounds or more), hear, maintain visual acuity, speak, kneel, crouch, and stoop.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Equipment related to subject matter taught

Salary: To be determined by Adult & Community Education Department

Days: As required

Wage/Hour Status: Nonexempt

Updated: August 7, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.