



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	INSTRUCTOR II ADULT EDUCATION PART TIME TEMPORARY
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	ADULT ED HOURLY SALARY RATE
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8163
BARGAINING UNIT:	SUBW

#### 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 & EVALUATION CRITERIA

Using local, state and federal directives, plans a program of work to meet the needs and interests of the persons enrolled

Conducts the program by providing instruction, counseling and learning experiences to assist participants in reaching their desired goals or objectives

Utilizes computerized instruction wherever possible

Assists participant to improve their educational levels and standards of living

Maintains frequent contacts with participants while away from the classroom to provide assistance in their learning experiences

Provides continuous evaluation of participant's achievement in the program

Promotes program and interprets purpose of program for potential participants/clients and interested persons in the community

Maintains records and reports on programs

Becomes familiar with and works toward meeting annual program goals

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is performed while standing or walking. 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

Associate's Degree or approved equivalent training, or 64 college semester hours and experience

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification

Master's Degree

Demonstrated successful classroom teaching experiences

Demonstrated successful experience in working with adults

Experience in a diverse work place