



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

JOB TITLE:	INSTRUCTOR I 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:	8162
BARGAINING UNIT:	SUBC

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

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses state and federal directives, and 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 students in reaching their desired goals or objectives

Assists students in their personal endeavors to improve their educational levels and standards of living

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

Provides continuous evaluation of student's achievement in the program

Promotes program, interprets purpose of program to potential students/clients and interested persons in the community

Maintains records and reports on programs

Interprets the program to civic groups, organizations and community

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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and demonstrated technical knowledge and specialized expertise for the classes where Kentucky State Certification is not required

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Demonstrated successful classroom teaching experiences

Demonstrated successful experience in working with adults

Experience in a diverse workplace

