JOB TITLE:	INSTRUCTOR II ADULT EDUCATION INSTRUCTOR II
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	ADULT ED HOURLY SALARY RATE
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8160
BARGAINING UNIT:	CLAU

NEW: 07/01/2019

Submitted: 06/11/2019

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
Usesing local, 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 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
Bachelor's DegreeAssociate'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 workplace