JOB TITLE:	INSTRUCTOR II PART-TIME
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8158
BARGAINING UNIT:	CLAA

NEW: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES
Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children; including home visitation and instruction under the direction of a certified staff member.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Implements a comprehensive education program for eligible participants under the supervision of classroom teacher where appropriate
Provides appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement under the supervision of a certified staff member
Plans and implements parent and child interactions and activities
Provides and/or arranges adult supports, activities and sessions
Plans and implements a parent involvement program which includes home visitation as appropriate
Promotes program, interprets purpose of program to potential clients and interested persons in the community
Maintains accurate records on the program and provides data to appropriate personnel
Plans regularly with staff and participates in appropriate school meetings and activities
Complies with policies, rules, and regulations of the school District and of any state and/or federal regulatory agency where appropriate
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs other duties as assigned by supervisor

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 Degree or approved equivalent training (64 college semester hours) and experience
One (1) year of successful experience with children
Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
Program specific certifications/training
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree or approved equivalent training and experience

Experience in teaching multi-age group
Experience in teaching preschool and/or adult education
Experience in a diverse workplace