

JOB DESCRIPTION



Position Title: Integrated Education Training (IET) Instructor/Coordinator

Department: Adult Education

Employment Category: Adult Ed Instructor

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Eligible: No

Parameters: Full-Time, 10 Month

Pay Grade: AE01 Bachelor

Position Summary: The IET Instructor/Coordinator is responsible for providing quality high school equivalency and post-secondary preparation courses to students enrolled in the Adult Education Program, guiding them through the transition to post-secondary education and for performing instruction-related duties including curriculum development, advising, student attendance, assessment, persistence activities, and follow-up in accordance with the mission of the department.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of College policies and procedures, this position:

Develops, prepares and implements lesson plans; conducts pre- and post-assessment of students; evaluates, assesses and plans for students' educational and social needs, utilizes a variety of instructional strategies appropriate to the needs of the learners, integrates knowledge of industry trends, technology and professional training to continuously improve program quality

Coordinates IET programming, serves as the district-wide IET operational lead, ensures alignment with Arizona Department of Education (ADE) curriculum standards, develops and implements course curriculum and syllabi to include but not limited to academic rigor, college systems knowledge, and personal readiness skills to prepare adult education students to successfully participate in post-secondary degree and certificate programs

Collaborates with the Adult Education Student Success Coach, college academic advisors, financial aid staff, workforce training staff, career and technical education department staff, testing center staff, writing and math lab staff, and other college faculty and staff important in the transition process

Applies and maintains standards of quality operating methods, processes, systems, and procedures; evaluates program to include data collection, analysis and reporting, implements changes as necessary to maintain a successful IET program; maintains student files, statistics and other data pertinent to the program and ADE requirements

Provides direct support to student enrolled in the IET Program in the areas of setting goals, identifying and overcoming obstacles; collaborating to solve problems with students and that arise in areas of attendance, attitude, academics, persistence, transition to college or career; monitors student progress toward goals; coordinates and refers student to services that address social, economic and educational barriers

Teaches high school equivalency classes in math, reading, writing, science and social studies in a college and career context to students enrolled in the Adult Education IET Program and manages a diverse population of students in a classroom, lab or online environment; provides substitute teacher support as needed

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Participates in department course scheduling and department, division and college meetings; collaborates with other instructors and department staff in the assessment of teaching strategies and the effectiveness of the instructional program to help promote a culture of continuous improvement; serves on college committees as assigned, participates in marketing and outreach initiatives

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in education or related field from an institution accredited by an institutional accrediting body of higher education recognized by the US Department of Education.
Valid Arizona Adult Education teaching certification or ability to obtain within 90 days of hire

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow college policies and procedures
- Knowledge of Arizona Adult Education Standards and assessments
- Knowledge of principles, trends, developments and new technologies affecting adult education
- Knowledge of developing, implementing and evaluating curriculum and instructional approaches
- Knowledge of curriculum and program development
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
- Skill in instructing students from diverse cultures and/or backgrounds
- Skill in using authentic assessment to evaluate students' needs and progress
- Skill in integrating technology into curriculum and other educational services
- Ability to relate to a diverse population, develop trusting and supportive relationships with non-traditional students and to maintain composure when faced with difficult situations
- Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail
- Ability to work independently while contributing to team environment
- Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
- Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
- Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in a typical classroom setting with appropriate climate controls. Travel, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body;

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involves sitting and standing the majority of time; walking is required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports To: Director of Adult Education

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.