

# JOB DESCRIPTION



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**Position Title:** Adult Education Instructor

**Department:** Adult Education

**Employment Category:** Adult Ed Instructor

**Primary Location:** District-wide  
Based on the DC or SVC

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-time; 10 months/year

**Pay Grade:** AE01 Bachelor

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**Position Summary:** The Adult Education Instructor is responsible for providing quality English for Speakers of Other Languages (ESOL), High School Equivalency, basic computer, and/or other courses to students enrolled in the Adult Education Program and for performing instruction-related duties including 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:

Teaches Adult Basic Education, Adult Secondary Education, and/or ESOL courses in accordance with the college guidance; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; monitors student attendance; communicates performance issues with students and works towards resolution; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner; resolves issues relevant to area of responsibility and scope of authority

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful Adult Education program; integrates knowledge of industry trends and professional training to continuously improve program quality

Participates in Adult Education course scheduling, department, division and college meetings; collaborates with other instructors in 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

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.

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## **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 demonstrate a commitment to continuous professional learning and growth  
Ability to relate to a diverse population 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; 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.