

# JOB DESCRIPTION

<b>JOB TITLE:</b> Adult Education Instructor		<b>FLSA STATUS:</b> Non-Exempt
<b>SUPERVISOR:</b> Adult Education Supervisor	<b>PAY GRADE:</b> 06	<b>SUPERVISOR RESPONSIBILITIES:</b> No

## **ESSENTIAL DUTIES:**

1. Develops and conducts instruction which produces job readiness and educational improvements required to achieve participant's goals and grantor and organizational standards; submits success stories.
2. Conducts and documents participant's assessment and testing, educational and vocational goal setting, and career counseling, planning, and follow-up.
3. Creates accurate, organized, and legible files; prepares and submits all documentation, including lesson plans, on time.
4. Ensures data is accurately and timely entered into tracking systems.
5. Collaborates with the Facilitator / Case Manager to assist participants.
6. Recruits and retains participants and volunteers.
7. Conducts outreach activities.
8. Notifies supervisor immediately of participant's support needs; documents student referrals.
9. Completes Professional Development requirements; attends trainings and meetings as directed; travel required.
10. Submits risk management input; recommends solutions; assists with mitigating risks.

## **QUALIFICATIONS:**

**Special Licenses, Traits, Skills and/or Certifications:** Enthusiastic, self-starter, quick learner; problem solver; resourceful and innovative; detail oriented; organized; capable of independent work; must demonstrate common sense; and excellent listening, communication, and interpersonal skills. Teaching experience preferred.

**Education and/or Experience:** Bachelor's degree required and one year related experience preferred.

**Computer Skills:** To perform this job successfully the following computer skills and knowledge are required: Computer Literate, including the Windows Operating System and Microsoft Word, Outlook, Access, Excel, PowerPoint, Internet Explorer; and data entry.

**PHYSICAL DEMANDS:** The physical demands described are required to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to smell.
- The employee must occasionally lift and/or move up to 50 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described are representative of those encountered while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outdoor weather conditions, and risk of electrical shock.

- The noise level in the work environment is usually moderate.

**WORK CONDITIONS:** The work conditions for this job are:

- Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.
- Maintains an acceptable child abuse history clearance, acceptable criminal record report, any other acceptable clearance required, and negative drug and alcohol screenings.
- Community Action, Inc. maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either Community Action, Inc. or the employee.

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The statements contained herein describe the scope of the responsibility and essential duties of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC. OR ME AS AN EMPLOYEE.

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Employee Signature

\_\_\_\_\_  
Date

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Immediate Supervisor Signature

\_\_\_\_\_  
Date