



City of St. Charles School District

ADULT & COMMUNITY EDUCATION INSTRUCTOR

Reports to:	Coordinator of Adult & Community Education
Classification:	Classified
FLSA Status:	Non-exempt
Terms of Employment:	Temporary, Hourly Position as determined by class schedule
Evaluation:	Performance in this position will be evaluated annually by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

To plan, develop, and instruct adult education classes within their subject matter expertise and for the course position for which they were hired.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Plan, develop, and instruct adult education class within their subject matter expertise.
- Knowledge of adult teaching and learning principles including classroom instruction and test development, if necessary.
- Provide learner guidance to students in a classroom environment favorable to lifelong learning and personal growth.
- Establish effective rapport with students, and motivate students to develop attitudes and knowledge needed to ensure that effective learning occurs.
- Prepare and maintain all required documentation and administrative reports.
- Participate in instructor orientation and staff development.
- Maintain a secure classroom environment.
- Attends/Completes District PD and training.

Instructional Skills:

- Plan, develop, and prepare for classroom instruction.
- Implement a variety of effective teaching techniques.
- Provide for individual differences.
- Implement instructional objectives effectively.
- Demonstrate competent knowledge of subject matter.
- Use a variety of materials to supplement instruction.
- Use instructional time effectively.
- Organize classroom to promote learning.
- Motivate students and guide them in development of skills.
- Communicate effectively with students.

- Evaluate students' progress in attaining goals and objectives.
- Provide evaluative feedback to students.

Interpersonal Relations:

- Demonstrate positive interpersonal relationships with students.
- Demonstrate positive interpersonal relationships with staff.
- Promote lifelong learning and personal growth.

Professional Responsibilities:

- Dress in a professional manner.
- Demonstrate enthusiasm toward students and the teaching profession.
- Follow the policies and procedures of the school district.
- Maintain confidentiality, unquestionable integrity with staff and students.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school diploma (GED) required. College degree or its equivalent preferred.
- Experience in subject matter being taught.
- Experience in teaching the adult learner.

OTHER SKILLS AND ABILITIES:

- Strong knowledge of adult teaching principles, curriculum development, training methods, and classroom management skills.
- Must be proficient in the use of computers with a working knowledge of all applications of Microsoft Office.
- Must have strong communication and interpersonal skills.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls.

The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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