TITLE: **School-Based Community Education Instructor**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. Certificate
2. Has the ability to read and follow written directions
3. Has prior instructional experience or exhibits evidence of knowledge of the subject taught
4. Has the ability to communicate effectively both orally and in writing
5. Has demonstrated ability or potential to relate and work effectively with participants, staff and community

REPORTS TO: School-Based Community Education Program Coordinator

JOB GOAL: To create a class environment favorable to learning and to provide a program of comprehensive instructions to allow participants to acquire their desired levels of knowledge and skills

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written statutes, policies, procedures and directions from supervisor related to job responsibilities
2. Cooperate with the School-Based Community Education Program Coordinator in establishing program information and logistics
3. Meet and instruct assigned classes in the location and at the times designated
4. Plan and organize lessons thoroughly and professionally to meet the needs and skill levels of participants
5. Take all necessary and reasonable precautions to protect participants, equipment, materials and facilities
6. Maintain accurate, complete, and correct records and safeguard their confidentiality as required by law, district policy and administrative procedures
7. Make certain facilities are clear and in proper order at the completion of each class
8. Participate in the program evaluation by first assessing the class with participants and then meeting with the School-Based Community Education Program Coordinator
9. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (As outlined in the Extra Duty Salary Schedule)
* Board approved