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| **Job Description** |
| **Job Title:** | Part-Time AEC Instructor (Night) | **Location:** | 1000 W. Garden Ave., Coeur d’Alene |
| **Department:** | Adult Education Center | **Reports To:**  | Director Adult Education  |
| **Division:**  | General Studies | **Pay Grade:**  | NA |
| **FLSA Status:**  | Exempt |  |  |

**SUMMARY**

Utilizes effective teaching methods to provide instruction in any of the assigned areas, which include: math, reasoning through language arts (RLA), science, social studies, and other areas as mandated by the State and regional Adult Education Center (AEC) Director. A particular emphasis will be on math instruction.

# Essential Duties and Responsibilities

This list includes, but is not limited to the following:

* Adheres to and teaches established instructional curriculum, which meets the College and Career Readiness and Common Core standards as set by the State and Office of Vocational and Adult Education (OVAE).
* Learns and utilizes current classroom technologies.
* Understands various learning styles, recognizes student learning difficulties, and adapts instructional delivery to meet these concerns.
* Prepares effectively for class delivery, and presents material clearly.
* Prepares learning environment (handouts, equipment, etc.) and sets classroom boundaries and enforces discipline in the classroom, including management of difficult classroom situations and/or student behavior.
* Reviews, reflects, and incorporates class feedback and evaluations into instructional delivery.
* Administers and interprets assessment tests like the Test of Adult Basic Education (TABE).
* Maintains AEC records such as test results, student progress reports, and hours.
* Develops individual educational plans according to student need.
* Confers with students on a regular basis to review student progress, re-evaluate goals, and provide feedback.
* Instructs in other curriculum areas as developed and agreed upon by AEC Director.
* Attends professional development trainings including online seminars as required by Director.
* Coordinates with NIC instructional units as assigned by the director to support student transition and success in post-secondary educational offerings
* Teaches on a variable schedule as needed to serve student population, consistent with the AEC instructional calendar, typically four days that includes evening hours.
* Develops an understanding of and maintains a commitment to the mission of the college.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

# Marginal Duties

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and Experience**

Bachelor’s degree from a regionally accredited four-year college or university and a minimum of five years related teaching experience that includes adult and non-traditional students. Master’s degree in Adult Education, or a field associated with subject area emphasis for the position strongly preferred.

**Certificates, Licenses, Registrations**

None required.

**Knowledge Skills and Abilities**

* Ability to effectively teach from a wide-ranging curriculum in the areas of Mathematics, Reasoning through Language Arts (RLA), Science, and Social Studies.
* Ability to utilize tools and equipment associated with the curriculum of the areas being taught.
* Excellent oral and written English communication skills.
* Ability to use a personal computer and associated peripherals and current version of Microsoft Windows and Microsoft Office, Internet, and alternative delivery systems (e.g., internet and interactive video) at a proficient level.
* Ability to operate standard office equipment including phone, fax, copier

# Physical Demands & Work Environment

The physical demands and work environment described here are representative of those that must be met or are encountered by an employee in the normal course 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 frequently required to sit and use fingers and hands to keyboard or type and handle materials. The employee is required to stand and walk and to lift and/or move up to 10 pounds. The noise level in the work environment is moderate.

Revised for the Coeur d’Alene Center, May 2019