

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, AUGUST 2012**

**JOB TITLE: ADULT EDUCATION INSTRUCTOR
ADULT EDUCATION DEPARTMENT
DIVISION OF STUDENT SERVICES**

GENERAL STATEMENT OF JOB

Under occasional supervision, assists in coordinating the District's adult education program; plans, coordinates, promotes and presents innovative, instructional adult education programs at various sites throughout the District, and performs related professional and administrative work as required. Reports to the Coordinator of Adult, Career and Technology Education.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, schedules, coordinates and presents academic and skills enhancement programs for adult students at sites throughout the District.

Promotes the adult education program in the community through the distribution of public service announcements and publicity materials; receives and responds to inquiries from potential adult education students.

Plans and manages testing procedures for adult education programs; records and analyzes test results.

Plans and provides staff development classes for District staff as well as community education classes.

Counsels adult education students in career and life choices, as well as in academics; conferences with students and parents as necessary.

Assists in evaluating the effectiveness of adult education programming through test analysis and feedback from participants; makes recommendations for changes or enhancements as appropriate.

Assists in preparing and manages assigned program budgets.

Seeks, secures and manages grants for specific programs or projects as assigned.

Orders and maintains supplies and materials necessary for program operations.

Researches and implements the use of new computer technologies in the adult education curricula.

Provides transportation for adult education students as necessary.

Maintains accurate and complete student records.

Assists in coordinating and evaluating the work of part-time instructors for the adult education program.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Prepares and/or processes class schedules, class plans, publicity materials, student records, lesson plans, testing materials, grant applications and reports, budget documents, various other records, reports, memos, correspondence, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, typewriter, fax machine, copier, calculator, telephone, etc.; uses clerical and computer supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other District administrators and staff, part-time instructors, various committees, students, parents, various government and community agencies, vendors and service providers, and the general public.

Attends training, conferences, workshops, etc., as appropriate or required to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in education or education administration supplemented by two to three years of related classroom experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess education administration certification. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires light work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office machines within moderate tolerances or limits of accuracy.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors and lecturing / giving instruction and/or assignments to students.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, curriculum materials, texts, computer manuals, etc. Requires the ability to enter data into computer and prepare reports, records, teaching materials, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to use influence systems in classroom teaching and the coordination of program instructors. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions; to counsel and teach students. Must be able to communicate effectively and efficiently with persons of varying ages and educational/cultural backgrounds and using the terminology applicable to the subject area(s) taught.

Numeric Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to teach mathematical concepts and skills.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with an emergency or tight deadline. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Lexington Richland School District Five pertaining to specific duties of the Adult Education Instructor. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the District, department and of related departments and agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to assist in coordinating, implementing and evaluating the District's adult education program. Has thorough knowledge of the subject area(s) assigned to teach; has skill in the interpretation of subject matter to the intellectual level of students taught. Is able to create and present innovative, effective, developmentally appropriate courses and lesson plans. Has knowledge of and the ability to integrate technology into instructional activities. Has knowledge of the characteristics of adult learners. Is able to establish and maintain positive relationships and work effectively with adults. Is able to supervise, counsel, guide and support students with patience and kindness. Is able to motivate students to participate in educational activities and to want to learn. Is able to perform job tasks professionally in an environment where discrimination and other public issues are constant concerns. Has knowledge of and is able to use modern office practices and

equipment, including computers for word processing and records management. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with co-workers, personnel of other departments, students and members of the public through contact and cooperation. Has knowledge of the occupational hazards and safety precautions of the industry. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Updated 8/1/2012