



Lapeer County Intermediate School District JOB DESCRIPTION

ADULT EDUCATION INSTRUCTOR for

Employee Group: Ancillary Staff
FLSA: Exempt
Supervisor: Manager of Adult and Community Education

Qualifications

Certification

Required: Valid secondary teaching certificate with appropriate endorsement for assignment

Work Experience

1. Preferred: Experience in a comparable capacity in a school setting or educational environment
2. Preferred: Experience working with adult and at-risk students

Knowledge (Preferred)

Has knowledge of:

1. Specialized educational programs (e.g., Career and Technical Education (CTE), Special Education, Adult and/or Community Education)
2. Student information management systems (e.g., Synergy, PowerSchool, Skyward, etc.)

Proficiencies

Is proficient in use of:

1. Standard office equipment
2. Microsoft Office products
3. Adobe products
4. Google applications

Skills

Possesses excellent:

1. Written and verbal communication skills
2. Organizational skills
3. Interpersonal skills

Abilities

Is able to:

1. Teach coursework related assignment
2. Maintain student confidentiality at all times

3. Establish and maintain a good rapport and positive relationships with all individuals encountered during the performance of work duties and responsibilities
4. Work efficiently through the use of current technology and keep up with changes in technology
5. Use social media to maximize community outreach

Physical Requirements

Must have the physical stamina necessary to perform the essential job duties and responsibilities

Character

It is expected that all employees:

1. Have a strong work ethic
2. Possess a positive attitude
3. Be trustworthy
4. Maintain personal and professional integrity
5. Conduct themselves in a professional, respectful, and civil manner at all times
6. Positively represent the ISD and its local districts
7. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment.

Essential Job Duties and Responsibilities

1. Develop and plan all course-related curriculum and activities
2. Provide quality instruction and necessary support to students enrolled in course in order to ensure their success in course
3. Assess and address the individual academic needs each student
4. Use a variety of research-based instructional strategies to meet the needs of all students enrolled in course
5. Evaluate students' academic growth and maintain records related to their progress including attendance records, learning plans/goals, and assessments
6. Create and maintain a safe classroom environment that is conducive to learning
7. Manage and monitor student behavior in the classroom and school building
8. Integrate work, family, and community activities into instruction
9. Perform duties and responsibilities in accordance with board policies and administrative guidelines
10. Perform other related duties and responsibilities as assigned

Revised 4/4/19 AS

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