

Red Wing Public Schools Position Description

ABE Distant Learning Instructor

General Information

Department:	Community Education and Recreation
Unit:	Non-Classified Personnel
Immediate Supervisor:	ABE and GED Testing Coordinator
Grade Placement:	17
FLSA Status:	Exempt

Position Summary

The Adult Basic Education (ABE) Distant Learning Instructor serves as the prior contact for ABE distant learners and works closely with Intake Advisor(s) when new candidates for distant learning enroll in the program and responsible for directing digital learning experiences for ABE participants. The Instructor facilitates educational opportunities for adults who need to acquire literacy skills.

Essential Duties and Responsibilities

1.	Provides intake, evaluation, referral, placement and support for adult learners in the ABE programs. Follows up with student referrals from the Intake Advisor(s) and ABE instructors.
2.	Schedules orientation for new distant learners and current HVABE students transferring to distant learning as a hybrid learner. Conducts distance learning orientation at locations in the consortium region, as needed.
3.	Completes new student pre-assessments in digital literacy.
4.	Collaborates and communicates with all ABE instructors regarding distant learning students who are hybrid learners or need to be referred to classroom instruction.
5.	Follows up on all adult learners weekly.
6.	Completes all student data reports (i.e. proxy hours, enrollment and goals achieved) and submits data to the Data Accountability Specialist.
7.	Prepares reports for the consortium members as directed by the Director.
8.	Creates and updates an individual learning plan for each adult learner.
9.	Selects and develops online curricula which will motivate and reflect the goals, needs, interests, and expectations of the learner. Assists in program design.

10.	Assists with activities associated with program outreach, publicity, program promotion and recruitment activities.
11.	Administers required assessments.
12.	Coordinates learner activity/curriculum with other instructional staff.
13.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 4 years of college

Degree Information: Bachelor’s Degree

Major Field of Study or Degree Emphasis: Education and relevant subject area(s).

Required Work Experience: None

Licenses / Certifications Required:

- Licensure as a teacher in Minnesota in the applicable subject area(s).
- Valid driver’s license in Minnesota

Essential Knowledge Required to Perform the Essential Functions of the Position

- Teaching principles, practices, techniques and approaches.
- Current trends, theories and technologies pertaining to adult learning and instruction including digital learning.
- GED standards and requirements.
- Fundamentals and general knowledge of cultural differences and their impact on learning.
- Assessment procedures, techniques, and evaluation methods.
- Subject material, concepts and issues related to reading, writing, mathematics and language level of learners.
- Basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
- Instructional technologies, instructional platforms, and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements.
- Community resources (e.g. health, housing, legal, language, etc.) available to non-native learners.

Essential Skills Required to Perform the Work

- Planning and developing lesson plans consistent with the skill level of adult learners from beginning to advanced.
- Presenting complex materials and concepts in an understandable appropriate manner.
- Coordinating instructional activities.
- Applying communication strategies to the level of the adult learner.
- Administering assessment tools, assessing and evaluating learner performance and needs.
- Using computers, program software and applications.
- Leading group processes/discussions, utilizing a variety of instruction aids and technologies.
- Writing reports, lesson plans, learning objectives, and tests
- Writing and reviewing curriculum using and applying professional/technical concepts, principles and terminology.
- Dealing effectively with adults, staff and other educational professionals over instructional needs, concerns or problems of the adult learner and in accordance with program policies and procedures.
- Dealing with adults, learning, family members, administrators and other educational professionals over learner issues, needs and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 20 pounds of force constantly, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk		X		
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks.

Classification History and Approval

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