

# Red Wing Public Schools Position Description

## Adult Basic Education Instructor

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### General Information

Department:	Community Education and Recreation
Unit:	Non-Classified Personnel
Immediate Supervisor:	Director of Community Education and Recreation
Grade Placement:	15
FLSA Status:	Exempt

### Position Summary

The Hiawatha Valley Adult Basic Education (HVABE) Instructor is responsible for directing the learning experiences of ABE participants, and facilitating the educational opportunities of the adult who needs to acquire literacy skills necessary to be self-sufficient and to participate effectively as a productive workers, family members, and citizens.

### Essential Duties and Responsibilities

1.	Provides intake, evaluation, referral, placement and support for adult learners in the ABE programs.
2.	Assists with the development of an individual learning plan for each adult learner.
3.	Selects and develops curricula which motivates and reflects the goals, needs, interests and expectations of the learner.
4.	Facilitates learning in all areas of ABE including basic literacy, English Language Learning, job skills preparation, transition to post-secondary preparation, GED Test preparation and career pathway contextual instruction.
5.	Administers required assessments.
6.	Coordinates learner activity/curriculum with other staff and/or volunteers, as necessary.
7.	Uses community resources with/for adult learners, when appropriate.
8.	Uses prep time to set-up classroom and curriculum for effective learning, maintains records, and contacts learners.
9.	Assists in program design; coordination of outreach, publicity, program promotion and recruitment activities.
10.	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 instructional subject area(s)
Required Work Experience:	Minimum of internship/practice teaching experience
Licenses / Certifications Required:	<ul style="list-style-type: none"><li>• Valid driver's license in Minnesota</li><li>• Licensed elementary, secondary, or ABE teacher in Minnesota</li></ul>

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Teaching principles, practices, techniques and approaches.
- Current trends, theories and technologies pertaining to learning and instruction.
- 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 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**

- Skilled in planning and developing lesson plans consistent with the skill level of adult learners from beginning to advanced.
- Skilled in presenting complex materials and concepts in an understandable appropriate manner.
- Skilled in administering assessment tools, assessing and evaluating learner performance and needs.
- Skilled in leading group processes/discussions, utilizing a variety of instruction aids and technologies.
- Ability to write reports, lesson plans, learning objectives, tests, and assists in writing and reviewing curriculum using and applying professional/technical concepts, principles and terminology.
- Ability to learn and utilize computers and district related software.
- Ability to deal effectively and appropriately with adults, staff and other educational professionals over instructional needs, concerns or problems of the adult learner.
- 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 25 pounds of force occasionally, 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
<b>Physical Activities</b>				
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			
<b>Lifting / Forcing Exerted</b>				
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

Created: 6/2014 by Bjorklund Compensation Consulting

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