

**Seward County Community College**  
**Structured Compensation - Job Description**  
**ABE/AOK Instructor**

Data Year: 2017

Prepared On: 11/10/2017

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Department:	Adult Learning Center	Grade:	8
Reports To:	Director of ABE	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	T Combs; T Carter	Effective Date:	03/07/2016
		Revised Date:	09/19/2017

**Role:**

Position will assist students to reach levels of educational proficiency necessary to obtain and maintain employment. Individual will support students as they attempt to reach their educational, personal, and professional goals.

**Essential Functions & Responsibilities:**

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|---|-----|---|
| E | 40% | Provide individualized instruction in AO-K Career Pathways for ABE students in all content areas. |
| E | 35% | Work with students in small groups on prepared materials for instruction.                         |
| E | 20% | Cooperate and plan instruction with Career and Technical Education (CTE) instructors.             |
| N | 5%  | Other duties as assigned.   |

**Performance Measurements:**

1. Adhere to and support defined program outcomes.
2. Maintain professional attendance and punctuality.
3. Provide adequate, accurate, and punctual required reports.
4. Maintain quality working relations with students, colleagues, staff, local workforce partners, and service providers.
5. Provide quality and quantity throughout the work being performed.
6. Maintain a professional attitude and overall effectiveness when working with all stakeholders.
7. Provide positive programs outcomes in which duties and responsibilities, essential functions and job competencies are performed.
8. Provide effectiveness to which student barriers to accessibility are addressed.
9. Uphold the general policies of College.
10. Maintain the standards of Kansas Department of Children and Families (DCF).
11. Support, value, and celebrate: ethnic, religious, political, social, and economic diversity.

**Knowledge and Skills:**

Experience	Two years to five years of teaching experience.
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Education	High school education or state diploma, an Associate's degree preferred.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	<p>Knowledge:</p> <ul style="list-style-type: none"><li>a. Knowledge of the structure and content of the English Language including: meaning, spelling, rule composition, and grammar.</li><li>b. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and measurement of training effects.</li><li>c. Knowledge of principles and processes for providing customer and personal service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer service satisfaction.</li><li>d. Knowledge of human behavior and performance. individual differences in ability, personality, and interest; learning and motivation; psychological research methods and assessment.</li><li>e. Knowledge of arithmetic, algebra, geometry, and their applications.</li></ul> <p>Skills:</p> <ul style="list-style-type: none"><li>a. Instructing- Teaching others how to do something.</li><li>b. Differentiation-Distinguishing between students learning styles and effectively teaching to student strengths.</li><li>c. Speaking-Talking to others to convey information effectively.</li><li>d. Active Listening-Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</li><li>e. Reading Comprehension-Understanding written sentences and paragraphs in work related documents.</li><li>f. Writing-Communicating effectively in writing as appropriate for the needs of the audience.</li></ul> <p>Abilities:</p> <ul style="list-style-type: none"><li>a. Written Comprehension ability to read and understand information and ideas presented in writing.</li><li>b. Written Expression-The ability to communicate information and ideas in writing so others will understand.</li><li>c. Oral Comprehension-The ability to listen to and understand information and ideas presented through spoken words and sentences.</li><li>d. Oral Expression-The ability to communicate information and ideas in speaking so others will understand.</li><li>e. Speech Clarity-The ability to speak clearly so others can understand you.</li></ul>

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**Physical  
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 1 hour at one time with a total of 1 hour

Standing for a period of 2 hours at one time with a total of 2 hours

Walking for a period of 1 hour at one time with a total of 1 hour

Lifting up to 50 lbs. occasionally

Carrying up to 50 lbs. occasionally

Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling

Use both feet for repetitive movements as in operational functions

Bending, squatting, and reaching above shoulder level occasionally

Keyboarding up to 1 hour daily

Drive a vehicle.

**Work Environment** Typical office environment.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature