

Seward County Community College
Structured Compensation - Job Description
ABE GED Instructor

Data Year: 2017

Prepared On: 11/10/2017

Department:	Adult Learning Center	Grade:	9
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:	03/11/2016

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 | 25% | Input, update, track, and organize student information to develop necessary reports for the Data Clerk and Director of Adult Basic Education on a monthly basis. |
| E | 26% | Instruct students in learning the English language. |
| E | 18% | Communicate with students on a consistent (at least bi-weekly) basis and assist with any supportive services needed which may include training/work experience contracts, coordination with other agencies, or arrangements for transportation and counseling. |
| N | 8% | Instill in students the goal of further education and certification and help prepare them for that transition. |
| N | 7% | Maintain quality and effectiveness with regard to specified consumer outcomes. |
| N | 6% | Help students develop work habits such as attendance, punctuality, attentiveness, cooperatives, and appropriateness of dress, behavior and interpersonal interactions. |
| N | 5% | Attend all meetings required of job i.e. staff meetings, departmental meetings, and safety meetings. |
| N | 5% | Assume other responsibilities as requested by the Director of Adult Basic Education. |

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.

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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.
12. Adhere to all ethical standards and confidentiality.
13. Support mission statement and activities of other departments.

Knowledge and Skills:

- | | |
|----------------------|--|
| Experience | Two years to five years of prior teaching experience. |
| Education | A Bachelor's degree. |
| 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> <ol style="list-style-type: none">a. English Language-Knowledge of the structure and content of the English Language including: meaning, spelling, rule composition, and grammar.b. Education and Training-Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and measurement of training effects.c. Customer and Personal Services-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.d. Psychology-Knowledge of human behavior and performance. individual differences in ability, personality, and interest; learning and motivation; psychological research methods and assessment.e. Mathematics-Knowledge of arithmetic, algebra, geometry, and their applications. <p>Skills:</p> <ol style="list-style-type: none">a. Instructing-Teaching others how to do something.b. Differentiation-Distinguishing between students learning styles and effectively teaching to student strengthsc. Speaking-Talking to others to convey information effectively.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 |

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inappropriate times.

e. Reading Comprehension- Understanding written sentences and paragraphs in work related documents.

f. Writing-Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

a. Written Comprehension-The ability to read and understand information and ideas in writing so others will understand.

b. Written Expression-The ability to communication information and ideas in writing so others will understand.

c. Oral Comprehension-The ability to listen to and understand information and ideas presented through spoken works and sentences.

d. Oral Expression-The ability to communicate information and ideas in speaking so others will understand.

e. Speech Clarity-The ability to speak clearly so others can understand you.

Physical
Requirements

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

Sitting for a period of 3 hours at one time with a total of 3 hours

Standing for a period of 3 hours at one time with a total of 3 hours

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

Lifting up to 10 lbs. frequently and up to 50 lbs. occasionally

Carrying up to 10 lbs. frequently and 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 should level occasionally

Keyboarding up to 1 hour daily

Drive a vehicle.

Work Environment Regular exposure to favorable conditions such as those found in a normal office.

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

Date

Employee Signature