

Seward County Community College
Structured Compensation - Job Description
HEP Grant Tutor/AOK Instructor

Data Year: 2015

Prepared On: 12/06/2017

Department:	Adult Learning Center	Grade:	9
Reports To:	Dir of Adult Basic Education	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Dr T Carter	Effective Date:	09/28/2015
		Revised Date:	11/29/2017

Role:

This position is responsible for instruction, advising, curriculum development, assessment of students in classes including ESL, GED, and AOK. Position may include day and evening classes.

Essential Functions & Responsibilities:

- E 13% Input, update, track and organize student information to develop necessary reports for the Data Clerk and Director of Adult Basic Education on a weekly basis.
- E 30% Provide individualized instruction in Spanish for ABE and GED students in all content areas.
- E 30% Co-deliver content and basic skills instruction in AO-K Career Pathways for all students enrolled in the courses.
- E 13% Assist with required Tri-HEP paperwork and reports to Fort Scott Community College.
- E 9% 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 5% Other duties as assigned.

Performance Measurements:

1. Maintain professional attendance and punctuality.
2. Provide adequate, accurate, and punctual required reports.
3. Adhere to and support defined program outcomes.
4. Maintain quality working relations with students, colleagues, staff, local workforce partners, and service providers.
5. Provide positive program outcomes.
6. Effectively address student accessibility using appropriate instructional strategies and technologies.
7. Uphold the general policies of Seward County Community College.
8. Maintain the standards of Kansas Department of Children and Families (DCF).
9. Support, value, celebrate, and advocate for ethnic, religious, political, social, and economic diversity.
10. Cooperate and plan instruction with CTE instructors.
11. Effectively communicate with all WIOA core partners.

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Knowledge and Skills:

Experience	Two years to five years of similar or related experience.
Education	A Bachelor's degree.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills	<p>Knowledge:</p> <p>English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p> <p>Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.</p> <p>Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.</p> <p>Psychology – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment.</p> <p>Mathematics – Knowledge of arithmetic, algebra, geometry, and their applications.</p> <p>Skills:</p> <p>Instructing – Teaching others how to do something.</p> <p>Differentiation – Distinguishing between students learning styles and effectively teaching to student strengths.</p> <p>Speaking - Talking to others to convey information effectively.</p> <p>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.</p> <p>Reading Comprehension – Understanding written sentences and paragraphs in work related documents.</p> <p>Writing – Communicating effectively in writing as appropriate for the needs of the</p>

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audience.

Abilities:

Written Comprehension – The ability to read and understand information and ideas presented in writing.

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

Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.

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

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

**Physical
Requirements**

Physical requirements are based on an 8 hour work day.

Sitting for a period of 1 hour at one time with a total of 2 hours

Standing for a period of 2 hours at one time with a total of 4 hours

Walking for a period of 1 hour at one time with a total of 2 hours

Lifting up to 5 lbs. continuously and up to 50 lbs. occasionally

Carrying up to 5 lbs. continuously 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 and squatting frequently and reaching above shoulder level continuously

Keyboarding daily

Drive a vehicle and be exposed to dust fumes and gases occasionally

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