



OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Child Care
Tribal TANF, Career Education

2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

POSITION TITLE: Adult Education Instructor
CLASSIFICATION: Non-Exempt
DEPARTMENT: Family Literacy
SUPERVISOR: Family Literacy Coordinator
PAY RATE: \$19.00 to \$30.95

Position Summary:

Under general supervision of the Family Literacy Coordinator, provides basic adult educational programs such as job skills, GED preparation, and computer literacy, based on the needs of the adults enrolled in TANF or OVDCD prevention programs. Conducts, organizes and evaluates activities for appropriate student levels and subjects. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Assesses student academic skills upon entry into the program; assists student in setting educational goals such as high school graduation, computer literacy, job skill training, or other educational goals.
- Instructs basic adult education, GED preparation, job skills, computer literacy, and other subjects based on the needs of the students enrolled in the program.
- Conducts progress testing.
- Evaluates and analyzes students' needs and abilities to ensure effective implementation of teaching methods.
- Uses a variety of instructional techniques based on the curriculum and students' abilities.
- Develops instructional lesson plans and organizes class time to provide a balanced program of instruction, demonstration, and working time.
- Develops and maintains strong, collaborative relationships with other educational agencies in the service area.
- Writes and closes internal activity plans.
- Motivates students in learning.
- Maintains accurate, appropriate, and confidential records regarding students' attendance, progress, and other pertinent information.
- Collaborates with other adult educational programs to assist students in meeting their goals.
- Plans, organizes, and leads cultural workshops.
- Completes purchases for classroom supplies, materials, and snacks within the policy guidelines.
- Ensures accurate case notes and progress of students are entered timely into the computer system.
- Maintains regular contact with students to ensure needs is being met.
- Provides tutoring as needed.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.

- Maintains confidentiality of all privileged information.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Education or related field and one year teaching or training experience; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. Experience working with Native American adults at all levels, and an adult education credential is preferred. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must obtain and maintain Food Handlers Certificate. Requires the ability to work a modified schedule dependent upon the services provided and the business needs of the assigned department with little or no notice. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of the principles and practices of secondary and adult education.
- Knowledge of the Native American language, community, history, and culture.
- Knowledge of curriculum development, use of educational technology, effective instructional strategies/techniques, program design, assessment and evaluation procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to exercise sound judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with students.
- Ability to develop and complete instructional activities and lessons.
- Ability to maintain a creative environment for learning by providing appropriate classroom organization and structure.
- Ability to motivate students to perform to their fullest potential.
- Ability to be sensitive to the feelings and needs of adult and student educational requirements and respect adult students.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVCDL pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.