



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: NE6 \$25.17-\$35.24

Position Summary:

Under the general supervision of the Family Literacy Coordinator, the Adult Education Instructor is responsible for teaching and guiding adult learners in multiple academic subjects to prepare for high school completion or equivalency exams. Responsible for training on specific hard skills. Individualizes learning to boost positive outcomes and evaluates student progress. Maintain confidentiality of all privileged information.

This list of duties and responsibilities illustrates only 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 the duties that may be assigned.

Essential Duties & Responsibilities:

- Develop an individualized adult general education or high school completion plan.
- Teach test/education skill areas, including language arts, mathematics, social studies, art, science, and other courses of study, appropriate to meet the high school requirements and/or equivalency exam.
- Implement, monitor, and assess student progress, ensuring all activities meet completion requirements.
- Assess and evaluate student academic skills to ensure appropriate placement at entry and use data to drive instruction during the learning process.
- Tailor instructional delivery methods to meet individual student's learning needs.
- Develop instructional lesson plans and organize class time to provide a balanced program of instruction, demonstration, and working time.
- Document and report on program activity to supervisor and program leads.
- Maintain accurate and confidential records in a system - attendance, grades, progress notes, and other pertinent information.
- Collaborate with other adult educational programs to assist students in meeting their educational goals.
- Complete purchases for classroom supplies, materials, and snacks within the policy guidelines.
- Maintain regular contact with students and agency representatives.
- Recognize signs of educational needs beyond the scope of services offered and recommend appropriate services.
- Build professional and technical knowledge and maintain program integrity through training and other professional development opportunities.
- Incorporate trauma-informed practices in the work setting.
- Offer hard skills to build participant competencies in specific areas, such as computer literacy skills, driver's license preparation for written examination, and First Aid/CPR.
- Performs other duties as required.

Minimum Qualifications:

- A bachelor's degree in Education or a related field and one year of teaching or training experience are required. Experience instructing adult learners is desired.
- Possess and maintain a valid California Class C driver's license and qualify for employer insurance throughout the course of employment.
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint).
- Able to work a modified schedule driven by the business needs of the program.
- Must successfully pass a pre-employment drug/alcohol screening and background investigation.

Knowledge, Abilities, and Skills:

- Knowledge of the principles and practices of secondary and adult education.
- Knowledge of curriculum development, use of educational technology, effective instructional strategies/techniques, program design, assessment and evaluation procedures.
- Develop and complete instructional activities and lessons.
- Maintain a professional learning environment.
- Exercise sound judgment.
- Able to maintain confidentiality.
- Work independently and on a team.
- Must be able to communicate effectively both verbally and in writing.
- Demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when supporting adult learners.
- Maintain good working relationships with individuals of varying backgrounds.
- Familiarity with Native American Tribes and customs.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer, keyboard, and telephone. Close vision requirements due to computer work required in this position. Light to moderate lifting or moving items up to 25 pounds may be required.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening, weekend, and or irregular work hours 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.