



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Adult Education Instructor
Dept./Division: Education – Community & Adult Education
Unit: Community & Adult Education
Job Family/Class: Adult Instruction
Supervised By: Community & Adult Education Program Supervisor
Employee Type: Non Exempt/Exempt
Pay Grade: Non Exempt Grade 18 (for PT Employees)
Exempt Grade E (for FT Employees)

NATURE OF WORK:

Under direct supervision, provides adult literacy instruction, adult basic education and GED preparation instruction to eligible Tribal enrolled members.

ESSENTIAL FUNCTIONS:

- Provides adult literacy instruction, adult basic education and GED preparation instruction to eligible Tribal enrolled members in non-traditional enrichment setting.
- Prepares an individual education plan, provides GED and adult literacy instruction modules, and assists the students to satisfactory progress in the area of instruction.
- Administers the Test Adult Basic Education (TABE) to assess the individual's current education performance ability, based on the educational assessment, provide referrals for students, submit monthly reports, attend staff meetings and training workshops, and maintain student files.
- Provides daily formal instruction, as well as informal personal interaction and role modeling for clients. The instructor will be responsible for facilitating a class of between ten (10) and twenty (20) students in Adult Basic Education (ABE)-pre-high school level Reading and Math, preparation for the General Educational Development (GED) test for a high school equivalency diploma.
- The instructor is responsible for recording student attendance, preparing skill level appropriate material, working with students one-on-one, as a small group, and as a class.
- Assist in developing and implementing culturally responsive curricula and lesson plans.
- Adapt instruction to meet student needs while maintaining cohesive, multi-level group dynamics.
- Maintains organization of curricular materials, handouts, classroom schedules, equipment care, etc.
- Maintains detailed records of all program participants' educational activities and their progress.
- May be required to transport students to and from GED testing centers.
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Adult learning/teaching concepts/methods;
- Fundamental theories, concepts and methods of working with adults with minimal education and work histories skills;
- Educational assessment for adult learners;

- Methods for increasing literacy abilities of adults;
- All general studies (English, math, science, history, etc.);
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Using computers and related software applications;
- Keeping detailed records of educational activities;
- Keeping detailed student records for program evaluation purposes;
- Interviewing and collecting pertinent information for educational assessment;
- Assessing the daily functioning of the adult;
- Motivate students to work for extended periods;
- Coordinate outreach efforts in assigned areas;
- Exercise independent judgments;
- Teach adult basic education, adult secondary education and Fast Track GED;
- Handle multiple tasks and meet deadlines;
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds;
- Maintain confidentiality;
- Work evening and flexible schedules;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Bachelor's Degree in Education, Social Work, American Indian Studies or closely related field. Three (3) years of experience in classroom teaching or workshop facilitation.

AND

- Possession of an Adult Education Teaching Certificate or be able to obtain the certificate within 6 months of hire.
- Experience with teaching Fast Track GED preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's license.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and

Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and/or weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date