Job Title:  Instructor, Continuing Education

JOB SUMMARY

The Continuing Education Instructor is responsible for non-credit classroom instruction and evaluating students’ progress in attaining goals and objectives.

MAJOR DUTIES

- Prepares lesson plans for classroom instruction and obtains or prepares instructional materials for classroom use;
- Develops program and course outlines, goals and objectives;
- Evaluates students’ ongoing progress and performance in attaining goals and objectives;
- Requests and maintains supplies and equipment;
- Prepares required budget requests;
- Maintains program certification requirements;
- Prepares and maintains all required documentation and administrative reports;
- Maintains knowledge of current trends and developments in the field by attending in-service training, workshops, seminars and conferences and by reading professional literature in the related technical field;
- Maintains a secure classroom environment;
- Ensures safety and security requirements are met in the training area.

COMPETENCIES

- Skill in the use of computers and job related software
- Skill in oral and written communication
- Skill in interpersonal relations
- Ability to adapt instructional material to fit all learning styles
- Ability to maintain accurate records
- Knowledge of effective instructional methods for adult learners
- Knowledge of community needs within Service Delivery Area

MINIMUM QUALIFICATIONS

Minimum qualifications for this position will be determined by the teaching discipline and compliance with appropriate accrediting bodies. Must be credentialed to satisfy all appropriate accrediting bodies for the course assigned.
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.