



**FEBRUARY 2023**  
**Revised Job Description**  
**Board Approval: March 13, 2023**

**Adult Education Instructor/Coordinator**  
**Vocational/CTE Program**

**Definition**

Under the direction of the Administrator of the Adult Education Program, the Adult Education Instructor/Coordinator will be responsible for teaching, implementing, and maintaining a vocational/CTE training program. The Instructor/Coordinator will be responsible for preparing and assisting students to make optimum progress toward the attainment of District goals, and certifications, and be college and/or career ready.

**Essential Duties and Responsibilities**

- Lead and support the educational programs in vocational/CTE based subjects to one or more classes of students and/or adults; assure programs and related learning activities comply with an established curriculum, standards, requirements, laws, and regulations.
- Provide professional development and instructional support to pathway colleagues.
- Serve on the WASC and COE committees and provide support to the accreditation process and visit.
- Provide a learning environment of engagement that fosters innovative, positive environments inside and outside of the classroom to connect students to school learning.
- Implement innovative, research-based programs and practices to ensure the highest level of achievement for all students.
- Develop, implement, and present lesson plans according to established curriculum standards and requirements; coordinate and oversee student drills, practices, and assignments in the classroom.
- Review, analyze, and integrate required instructional materials with lesson plans and learning activities; modify instructional materials to adapt to student needs as appropriate.
- Provide all students and/or adults opportunities to gain high-level learning and knowledge that will support their college and career pathways.
- Evaluate student performance and progress; administer and score performance-based benchmark exams; adjust activities and materials to meet student skill levels and progress.
- Distribute and collect student assignments; develop, prepare, and administer

- tests and assignments; record grades and maintain students' records and files.
- Attend and participate in various meetings, in-services, and professional development as required.
  - Provide and maintain a safe, clean, orderly classroom environment to support student learning.
  - Perform other duties as assigned.

### **Required Qualifications**

- Three to five years of teaching experience in Adult Education/CTE.
- Appropriate/valid teaching credential, certificate, or experience in the trade.

### **Preferred Qualifications**

- Teaching experience in post-secondary/adult education.
- Bilingual - Spanish or Mandarin.

### **Knowledge of**

- Adult Education standards, requirements, interpretation, and application in instruction.
- Safety practices, methods, and procedures of the field.
- Subject matters to provide training, workshops, meetings, and professional development for techniques and professional standards in the field or related fields.
- Financial aid requirements.
- Equipment and tools used in the area.
- Maintaining a financially sound classroom budget, and the ability to distribute resources equitably based on student needs.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of assigned students.
- Policies and objectives of assigned programs and activities.
- Record-keeping and report preparation techniques.

### **Ability to**

- Guarantee all students are eligible and prepared for college and careers upon completion of the program.
- Work and communicate effectively with students, staff, and community.
- Operate a variety of office and classroom equipment including but not limited to a computer and assigned software; copier; utilize various audio-visual equipment; trade equipment as required.
- Create a school-wide program of engagement that fosters innovative, positive environments inside and outside of the classroom to connect students to school learning.
- Maintain a safe, clean, and appropriate environment to support student learning.
- Structure a program and work within budget constraints.

- Work with detailed information and data.
- Be a creative, strategic, and analytical thinker with the ability to manage multiple projects.
- Engage families and the community to increase student success.
- Work independently; meet schedules and timelines.
- Maintain student records and files.
- Interpret and apply applicable laws, codes, rules, regulations, policies, and procedures.

**This position will be a 234-workday, 8-hour, 12-Month per year position. Any days and/or hours beyond the 234-day work year will be calculated and paid as extra hourly.**

**Salary Schedule: \$47.75 - \$56.15/hour, based on experience.**