



**Position Title:** Part-Time Lab Instructor - College Prep Reading and Writing

**Job Code:** 8101

**Grade:** H1

**Reports To:** Department Chairperson

**FLSA:** Exempt

**Job Description:**

The Part-Time College Prep Lab Instructor will be responsible for providing supplemental instruction to College Prep Reading and Writing students.

**Duties & Responsibilities:**

- Teaches lecture
- Maintains students' records, academic progress reports and attendance rosters
- Serves on campus committees
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree in English, Language Arts, or related area from a regionally accredited institution and one (1) year of teaching experience.
- Knowledge of computer applications and educational technologies for academic support
- Must possess excellent communication skills (Verbal and Written)
- Ability to work in a multi-cultural, multi-ethnic environment
- Must be able to work a flexible schedule of at least twenty (20) hours per week ( early mornings, evenings and Saturdays )

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name