



Position Title: Part-Time Community Education Instructor

Job Code: 8137, 8138, 8139, 8140

Reports To: Program Manager

Grad: HK, HM, HN, HO

FLSA: Exempt

Job Description:

The Part-Time Community Education Instructor teaches Recreation and Leisure and/or Continuing Workforce development courses.

Duties & Responsibilities:

- Prepares and distributes course outline / syllabi to students
- Teaches lecture and laboratory sections
- Maintains accurate attendance records
- Develops teaching and learning strategies that optimize student performance
- Develops curriculum
- Participates in textbook and technology committees
- Complies with department and College policies and procedures
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Minimum requirements include academic and/or professional expertise in the corresponding field(s)
- State Certification where applicable
- Prior experience teaching adult learners
- Excellent communication skills
- Ability to work well with students, staff, and faculty
- Ability to work in a multi-ethnic/multi-cultural environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name