

POSITION DESCRIPTION

JOB TITLE: INSTRUCTOR FOR HIGH SCHOOL EQUIVALENCY PROGRAM TAUGHT IN SPANISH

DEPARTMENT: HIGH SCHOOL EQUIVALENCY PROGRAM (HEP) - GRANT FUNDED **DIVISION:** STUDENT AFFAIRS

HOURLY WAGE: \$15.00 **FLSA:** NON-EXEMPT

IMMEDIATE SUPERVISOR: HEP COORDINATOR/RECRUITER

SCHEDULE DETAILS: HEP/PART-TIME/HOURS PER WEEK VARY-WILL NOT EXCEED 29 PER WEEK/12 MONTH POSITION/

DATE OF LATEST REVIEW/REVISIONS: JULY 30, 2020

Position Summary

The High School Equivalency Program (HEP) Instructors provide instruction year-round on an hourly basis. Hours per week vary but will not exceed 29 hours per week. Instruction is provided in the four-state area in various locations. The instructional schedule is subject to change but will include daytime and evening instruction three to five days a week. Schedule determined by facility needs. The instructor provides High School Equivalency (HSE) for all core subjects one-on-one and small group instruction, administers and analyses student assessments, provides classroom orientation, maintains classroom documents and reports, establishes and maintains positive classroom relationships with students, and completes other activities that support the objectives, as assigned. Students are Native Spanish speakers, and Spanish literacy is required.

Essential Job Duties

- Provide core subjects instruction in a multi-level, varied age-range, multi-language classroom of native Spanish-speaking students;
- Instruction will be taught in Spanish;
- Prepare lesson plans and classroom activities according to multiple learning styles;
- Conduct student enrollment following enrollment procedures at class site;
- Conduct pre- and post-testing (assessment) and maintain documentation;
- Maintain, complete, and submit confidential participant files, public student folders, and classroom records accurately;
- Participate in professional development;
- Establish and maintain appropriate relationships with students and staff;
- Work collaboratively with area agencies and industry;
- Assist with marketing HEP services in the facility and/or community;
- Conduct student follow up and tracking;
- Attend staff development, staff meetings;
- Assist and attend HEP workshops with students;
- Attend student formal graduations;
- Assist with any other duties as assigned which job-related circumstances may demand.

Required Knowledge, Skills & Abilities

- Bilingual Spanish/English
- Associates' Degree in Education
- Ability to pass background check
- Ability to establish and maintain positive working relationships with college personnel, students, and external college contacts.

Preferred Knowledge Skills & Abilities

- Bachelors' Degree from an accredited institution in a related field
- Ability to communicate effectively in Spanish and English
- Teaching experience

Information Technology Abilities

- Ability to operate standard office equipment such as computers, copiers, projectors, and telephones.
- Ability to use HEP data system.

Positions Supervised

- None

Working Environment

- Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A neat appearance and appropriate business like apparel are required.

Physical

- Sedentary work involving sitting part of the time, but will involve mobility within the workplace and external locations.
- Input and access information-using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- The employee must frequently lift and/or move up to 50 pounds.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including students, instructors, and the general public.

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