

## POSITION DESCRIPTION

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**JOB TITLE:** LEAD HIGH SCHOOL EQUIVALENCY PROGRAM INSTRUCTOR

**DEPARTMENT:** HIGH SCHOOL EQUIVALENCY

**DIVISION:** STUDENT AFFAIRS

**HOURLY WAGE:** 40 HRS x \$20.00

**FLSA:** NON-EXEMPT

**IMMEDIATE SUPERVISOR:** HEP DIRECTOR

**SCHEDULE DETAILS:** HEP FULL-TIME

**DATE OF LATEST REVIEW/REVISIONS:** October 21, 2022

### Position Summary

This full-time position is a July 1 – June 30 contract, provides instruction as needed in the HEP locations, and is a combination of HEP Instructor and Lead Instructor at the Crowder College campus. In addition, the Lead Instructor will provide support and guidance to HEP Instructors in Missouri, Arkansas, Oklahoma, and Kansas HEP regions.

The instructor will provide 25 hours of HEP one-to-one, small group in-person, and remote instruction administers and analyze student assessments, provides classroom orientation, maintains classroom documents and reports, establishes, and maintains positive classroom relationships with students of all ages, and completes other activities that support the objectives, as assigned. The Lead Instructor will train peers, review data reports, participate in HEP training and advocate for students demonstrating sensitivity to and understanding of the diverse academic, socioeconomic, ethnic, and cultural backgrounds of HEP students, including those with physical and learning disabilities as related to learning styles and modes. Work a varied schedule which will include evening hours. Travel within the Crowder College area and periodically to the HEP locations in the four-state area.

### Essential Job Duties

- Provide basic academic skills, high school equivalency test prep instruction, college placement test review and student career planning in a multi-level, varied age-range classroom of students in subjects including writing, mathematics, science, social studies, and reading;
- Instruction must be implemented as Active Instruction that engages students: Whole group, Guided practice, Independent practice and Reflection;
- Prepare lesson plans and classroom activities according to multiple learning styles;
- Conduct HEP Orientation and student enrollment following program enrollment procedures;
- Conduct pre- and post-testing (assessment) and maintain documentation;
- Maintain confidential participant files, student folders, and classroom records accurately in the program;
- Maintain, complete, and submit confidential participant files, document in student work folders, and keep classroom records accurately;
- Flip the classroom to virtual instruction, when necessary;
- Participate in professional development;
- Establish and maintain appropriate relationships with students and staff;
- Work collaboratively with other instructors;
- Work collaboratively with area agencies and industry;
- Assist with marketing HEP services in the four-state region;
- Conduct student follow up and tracking.
- Attend staff development, assist with leading staff meetings;
- Fulfill any other duties as assigned which job-related circumstances may demand;
- Assist students in advancing or retaining positions within their company;
- Willingness to work with the HEP Coordinators to transition students to college or career;
- Willingness to follow the guidance of the site and other program instructors;
- Willingness to be mentored for 2 years.
- Assist the Director in maintaining grant compliancy.

### **Required Knowledge, Skills & Abilities**

- Bachelor's Degree
- Must pass background check.
- Ability to establish and maintain positive working relationships with college personnel, students, and external college contacts.
- Bilingual: Spanish/English. Most of the professional development input is delivered in English; while the output to instructors is provided in Spanish.

### **Preferred Knowledge Skills & Abilities**

- Teaching experience preferred.
- Master's degree preferred

### **Information Technology Abilities**

- Ability to operate standard office equipment such as computers, copiers, projectors, and telephones.
- Ability to use Missouri data system.
- Ability to use online platforms for instruction

### **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 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.
- Bilingual: Spanish/English

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