

# LAREDO COMMUNITY COLLEGE

## JOB DESCRIPTION

**TITLE:** GED/ESL Adult Education Instructor

**PERSONNEL GROUP:** Adjunct Faculty

**CLASSIFICATION LEVEL:** Non-Tenure Track

**DEPARTMENT:** Adult Education

### BASIC FUNCTION AND RESPONSIBILITY:

The instructor will be responsible to provide instruction to Texas Education Agency grant participants.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Instruct individuals in a classroom setting.
2. Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
3. Develop educational plans of action for each participant.
4. Conduct needs assessment analysis for each participant.
5. Monitor participants' needs in order to remediate educational deficiencies.
6. Assess the accomplishments of students on a regular basis.
7. Maintain the required participant progress documentation.
8. Maintain records portfolios and student progress reports.
9. Keep daily attendance records and progress reports.
10. Assess program students using the TABE and BEST tests as dictated by the Texas Education Agency.
11. Coordinate program activities with other program staff to promote the most effective instructional program goals.
12. Assist in the counseling and guidance with emphasis on maximum progress of participants.
13. Assist the program coordinator in such duties as deemed necessary in attaining the established program goals.
14. Prepare and submit monthly reports in a timely basis.
15. Attend all staff meetings and in-service workshops.
16. Perform other duties as assigned.

**SUPERVISION RECEIVED:** Instructional Coordinator, Adult Education Director, and Dean of Community Education

**SUPERVISION EXERCISED:** None

### QUALIFICATION STANDARDS:

**Education:** Bachelor's Degree required.

**ACKNOWLEDGEMENT:** The undersigned have jointly read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

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Employee's Signature & Date

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Supervisor's Signature & Date

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Printed Name

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Printed Name

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Printed Title

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Printed Title