



# Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

## JOB DESCRIPTION

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

**PERSONNEL GROUP:** .....Adjunct Faculty

**CLASSIFICATION LEVEL:**.....

**DEPARTMENT:**..... Adult Education

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### **BASIC FUNCTION AND RESPONSIBILITY:**

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

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### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

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

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

