

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
INSTRUCTOR: ADULT EDUCATION**

QUALIFICATIONS: Meet State of Ohio's Department of Education and Board of Regents requirements in education and work experience and the Accrediting Commission of Career Schools and Colleges faculty standards

RESPONSIBLE TO: Supervisor, Adult Education

GENERAL DUTIES: The instructor is responsible for conducting the program in keeping with the philosophy and objectives of Pioneer CTC and its adopted policies concerning the Adult Education programs and in meeting guidelines for program operation established by the State of Ohio's Department of Education and Board of Regents and by the Accrediting Commission of Career Schools and Colleges

SPECIFIC DUTIES:

- A. Organize/develop course curriculum, syllabi, course outlines, daily lesson plans, a learning resource system, and proposals and other appropriate written materials for program and customized training programs
- B. Display initiative, enthusiasm, and other essential personal characteristics to effectively operate an adult vocational program and maintain satisfactory working relationships with students
- C. Plan laboratory instruction to simulate the industry for which students are training and to develop those attitudes necessary for success in the working world
- D. Integrate safety procedures/practices into instructional programs
- E. Meet with students to assess goals and prior training/experience, develop individual plan to meet objectives as appropriate
- F. Evaluate and record student progress, submit progress reports for each students and sponsor, as requested
- G. Gather, prepare, process, maintain data for federal, state and local forms and reports
- H. Follow department procedures for requesting secretarial services, instructional materials, reporting student problems
- I. Provide individual help to students
- J. Conduct placement/follow-up with students in cooperation with the Job Leads Coordinator

- K. Organize program advisory committee, prepare the letter, conduct the meetings, prepare the minutes, as directed if you are lead instructor
- L. Attend faculty and department meetings, as assigned
- M. Assist the department in recruitment of students, the development and distribution of Adult Education promotional literature and other marketing activities, as requested
- N. Research teaching materials, aides, tools, equipment and supplies in cooperation with the department and with administrative approval
- O. Maintain and secure laboratory and classroom equipment/environment, report problems to Supervisor, Adult Education
- P. Accept responsibility for high quality standards of products produced and tasks performed
- Q. Maintain proper inventories at all times
- R. Attend professional workshops and conferences for instructional improvement for the purpose of keeping informed of current business and industrial practices
- S. Participate in ongoing instructional methods and teaching skills training
- T. Perform other duties as assigned by the Superintendent and/or his/her designee.