

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Community Education Instructor	FLSA: Non-Exempt
Department:	Adult Education	Salary Grade: Community Education
Reports to/Evaluated by:	Program Specialist Community Education	Salary Schedule: Classified

SUMMARY

To provide enrichment classes for the community. Instructors teach adult students' subject matter for enrichment courses.

ESSENTIAL TYPES OF DUTIES

- Create lesson plans for every class meeting.
- Turn in class description and class dates in a timely manner.
- Take attendance to verify and confirm that every student in class is registered.
- Turn in registrations, receipts, and timesheets in a timely manner.
- Maintain proper care of the facility and report any problems.
- Maintain professionalism at all times with students and staff.
- Follow policies and procedures of Clovis Unified School District and Clovis Adult Education.
- Other duties as assigned by the Program Specialist.

QUALIFICATIONS:

Must possess a High School Diploma or equivalent. Education, experience and/or expertise in subject matter of course.

