

POSITION: Academic Instructor
DEPARTMENT: Academics
REPORTS TO: Principal/Academic Manager
FLSA STATUS: Exempt

Job Summary: The academic instructors' responsibilities include all aspects of instruction and the learning experience of the students. The instructor may also function concurrently as the program coordinator.

Duties:

- Planning, preparing and delivering lessons to all students in the class.
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students.
- Assigning work, correcting and marking work carried out by students.
- Assessing, recording and reporting on the development, progress, attainment and behavior of students.
- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students.
- Promoting the progress and well-being of individual students, groups of students in an assigned course.
- Providing guidance and advice to students on educational and social matters to further their education and careers goals.
- Communicating, consulting and co-operating with other staff, including those having special responsibility such as counselors and parents/guardians of minors, to ensure the best interest of students
- Reviewing and evaluating one's own teaching and learning strategies, methodologies and programs PRH and academic and CTT credential requirements.
- Advising and co-operating with other teachers in the preparation and development of courses of study, teaching materials, and assessments.
- Ensuring high standards of professional practice and quality of teaching and learning of the assigned subject matter.
- Through effective dialogue, participating in reciprocal peer review and observation of class teaching practices
- Participating in In-Service education and training courses as well as in continuing professional development (CPD) opportunities
- Maintaining good order and discipline amongst students under one's care and safeguarding their health and safety at all times;
- Participating in staff, group or other meetings related to the school curriculum for the better organization and administration of the instructional programs.

- Contributing to the professional development of new teachers and student teachers according to arrangements agreed with by management.
- Ensuring the safe custody and optimum use of equipment normally used during lessons and sees to its regular servicing and maintenance.
- Participating in assemblies.
- Registering and monitoring the attendance of assigned students.
- Nurtures a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners.
- Participating in and contributing to students' accommodation plans. Making use of audiovisual technological devices/aides and other adaptations during the delivery of the lessons;
- Be artful in teaching students of different levels of achievement, as necessary to meet students' individual learning needs.
- Works towards meeting performance management goals established by the company and the National Director of Job Corps, with specific focus on literacy, numeracy, and HSD/HSE attainment.
- Provide instruction and remedial training support that will enable students to overcome barriers in obtaining industry certifications or participating in Advanced Training (AT) or Advanced Career Training (ACT).
- Provide contextual learning opportunities for students to improve academic skills in the CTT learning environment.
- Collaborate in developing lessons, activities, and other instructional supports to ensure that industry certification requirements are addressed in the academic and career technical settings.
- Recommends curriculum materials aligned with course completion and certification requirements.
- Provides input on the maintenance of the Career Development Services System Plan.
- Tailors instructional methods and expected rates of progress to the learning styles, abilities, and career goals of individual students.
- Work closely with center staff to develop student schedules.
- Ensures instructional approach support students' career development goals, the Zero Tolerance Policy, mastery of Career Success Standards, and college and career readiness.
- Provide students with periodic feedback and assessments of progress in achieving their career development goals. (ESP)
- Collaborate with students in setting or revising their short- and long-term goals that will lead to achievement of career goals. Uses the Personal Career Development Plan (PCDP) as a means to define an individualized course of instruction for each student.
- Maintains good housekeeping in all areas and complies with safety practices.
- Complies with all DOL guidelines, OFCCP regulations, Job Corps notices and bulletins, company and center policies and procedures.
- Monitors, Mentors, and Models Career Success Standards and Employability Skills.
- Intervene and correct inappropriate student behavior and nonperformance
- Complies with all state regulations related to testing and certification.
- Records and forwards daily attendance to the records department.
- Maintains building and equipment and ensures proper measures are taken for the care of equipment and supplies.

- Participates in PRH mandated staff training. Failure to participate may result in disciplinary action up to and including termination.
- Performs other duties as assigned within the individual’s scope and capabilities.

Qualifications and Experience: Bachelor’s degree required. Certified to teach in the state in which center is located (RO may waive if center is unable to hire certified teachers, but the candidate must pursue certification). Valid state driver’s license required.

Physical Demands: The physical demands described here 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. While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment: 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. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level can vary from moderate to loud.

This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.

EMPLOYEE ACKNOWLEDGEMENT:

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

Employee’s Name (Print)	Signature	Date

Supervisor’s Name (Print)	Signature	Date

DOL APPROVAL

COR Name (Print)	Signature	Date