



**Job Title:** Instructor - Adult Education  
**Status:** Full Time; Temporary  
**Department:** San Jose  
**Reports To:** Center Director

Under the supervision of the Center Director, performs classroom instruction in one or all of the following academic skill areas: GED preparation, basic skills (math and English language) and VESL (Vocational English as a Second Language).

Responsible for administering the Adult Education/Career Pathways Program which focuses on academic instruction and education services that increase a student's ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a high school diploma or its recognized equivalent.

Provides administrative support as required and participates in planning and coordinating student activities; participates in promoting the CET mission and initiatives and in the accomplishment of the organization's goals.

**ESSENTIAL JOB FUNCTIONS** (May include, but are not limited to, the following):

- Conducts classroom instruction using a variety of techniques and approaches — small group, individual training, etc.—on a daily basis.
- Develops and integrates academic competencies, goals and objectives into lesson plans; demonstrates effective teaching methods and techniques.
- Prepares written materials and handouts that are descriptive, well-organized and legible.
- Integrates and applies vocational English to daily lesson plans and hands-on training for limited English speaking students.
- Integrates the job preparation lessons as part of VESL instruction.
- Provides job preparation, resume writing, interviewing techniques and job retention instruction.
- Conducts skill informational sessions for prospective and new applicants.
- Utilizes dynamic instructional approaches to engage all students in learning activities and may access multi-media tools to enhance training.
- Maintains a professional, well-organized and stimulating atmosphere in the classroom which is conducive to learning.
- Interacts with students, co-workers and supervisors in a positive, cooperative and professional manner, so as to demonstrate to students a model of expected behavior on the job. Manages student behavior in the classroom.
- Conducts individual advising sessions; motivates student toward greater achievement in skill work performance and in maintaining good attendance. Promotes “self-help” attitudes and positive self-images.
- Evaluates students' progress in accordance with established standards and criteria.

- Assists in job placement; conducts student follow-ups at the required intervals, and forwards information to the MIS Department.
- Collaborates with staff to assess student and program needs; works as a unit team member for the guidance and development of every student.
- Researches, evaluates, selects, and orders books, instructional aids, and equipment; maintains and secures required inventory.
- Utilizes software programs to analyze, process, record, retrieve and verify statistical data and to prepare training materials.
- Maintains confidential attendance records, student files, including progress reports that may be shared with sponsoring agents, complying with all federal and state laws regarding adherence to safeguards to protect confidential student data.
- Assists with planning and coordinating special projects and program events; participates in student recruitment activities and other CET initiatives.
- Maintains technical skill knowledge by completing continuing education courses in his/her subject area, classroom management or other courses related to teaching as required.
- Attends staff development trainings which may require overnight travel, as required.
- Maintains good organization in the classroom or other work areas and adheres to safety standards. Conducts regular inspections of designated work areas and equipment and reports any hazardous or unsafe working conditions to their supervisor or safety committee. Works with other staff to conduct emergency disaster drills.
- Responds as the campus security authority as needed during a safety, security, emergency or disaster situation.
- Performs other program related duties as required.

#### **P90 – Adult Education/Career Pathways Program:**

- Maintains, updates, and secures the students' AECP files as required.
- Monitors student attendance and possible barriers to attending AECP classes by reviewing the detailed attendance daily.
- Conduct student conferences to address attendance problems and create a corrective action plan as needed in accordance with P90 policies and procedures.
- Measures progress benchmarks on an ongoing basis.
- Administers the applicable Pre-Tests as required.
- Conduct Monthly Progress Conferences as required.
- Records all student scores in CIMS and files completed test scores in AECP files.

#### **REQUIRED KNOWLEDGE AND ABILITIES:**

- Knowledge of modern technology and field related terminology.

- Knowledge of principals of student advising and training methods and techniques.
- Ability to plan, implements, and evaluate effectiveness of training and achievement of program goals.
- Knowledge of computer equipment operations and various software programs including, word processing, database management and spreadsheet applications.
- Knowledge of current safety standards in a classroom and work environment.
- Exhibit sensitivity to a multicultural student population.
- Ability to work under pressure and exercise flexibility as needed. Act independently and exercise sound judgment; maintain confidentiality in all matters related to students.
- Effective oral and written communication skills.
- Ability to prepare and present reports and recommendations.
- Ability to analyze system reports to ensure accuracy and determine compliance with established performance standards.
- Ability to meet performance standards, and to plan and execute corrective action as needed.
- Ability to ensure accurate and timely preparation of various required documentation.
- Ability to establish and maintain effective cooperative relationships.
- Ability to identify problems and develop creative solutions both independently and in cooperation with others.

#### **EDUCATION AND/OR EXPERIENCE:**

- A teaching credential (Elementary or higher level) or a Bachelor's degree in English or Math is required.
- A minimum of 3 years of industry experience, education and training in current practices of the subject area they are teaching or meets the equivalency of the minimum qualifications in the technical area of instruction
- Experience working with persons of diverse socio-economic and ethnic backgrounds.

#### **LICENSE AND CERTIFICATE:**

- Use of a personal or company vehicle for CET business may be necessary in the performance of assigned duties such as picking up materials, and running errands.
- The Human Resources Department may request copies of a valid driver's license and proof of personal automobile insurance upon being hired and annually thereafter.

#### **CRIMINAL BACKGROUND CHECK:**

Pursuant to California Code of Regulations, Title 5, Section 71720, CET will not employ or continue to employ any instructor or faculty who was adjudicated in any judicial or

administrative proceeding as having: (1) violated any provision of the California Private Postsecondary Education Act of 2009 (Cal. Educ. Code § 94800, et seq.) or its implementing regulations (Cal. Code Regs., tit. 5, § 70000 et seq.); (2) committed an act that would constitute grounds for denial of a license to instruct under California Business and Professions Code, Section 480; (3) committed an act that would constitute grounds for denial of a license to instruct in any other legal jurisdiction; or (4) committed an act that would violate CET policy. Criminal background checks are required for instructor applicants recommended for hire or current employees who are transferred, promoted, reclassified, or reassigned to instructor positions.

### **EQUAL EMPLOYMENT OPPORTUNITY**

CET will consider and hire qualified applicants without discrimination. CET maintains as its staffing goal to recruit and maintain a workforce that reflects the diversity of the CET community.

**Job Type:** Full-time

**Pay:** \$28.00 - \$32.00 per hour

**Benefits:**

- 401(k)
- Health insurance
- Paid time off

**Schedule:** Monday to Friday

**Work Location:** In person - 701 Vine St, San Jose, CA 95110