POSITION

Position Title: Community Education Instructor **Code:**

Department: Instructional Services **Group:** Community Ed

Reports to: Community Education Supervisor **Date:** March 2026

PURPOSE OF POSITION:

The purpose of this position is to provide basic education instruction to youth and adult learners in Lancaster and Lebanon counties.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***
- ***embody the IU13 keys to culture***

1. Uses appropriate instructional methods, strategies, curriculum, technology and materials, and adjusts instruction to accommodate individual and group characteristics.

2. Involves learners in the planning process; structuring the program to meet students' goals and desired outcomes.

3. Uses instructional strategies that develop within the learner a sense of confidence; guides and counsels learners, and reinforces a positive attitude toward learning.

4. Integrates the community into the learning process and connects students with community services.

5. Collaborates with students on developing education and career plans and assists them in reaching their goals.

6. Administers and utilizes standardized and informal assessments for ongoing progress monitoring and student feedback.

7. Uses technology to maximize efficiency and quality of work during the planning, implementation, and completion of projects and tasks.

8. Maintains required student records and data, follows program procedures and adheres to deadlines.

9. Participates in continuous improvement activities, including professional learning communities, incorporating evidence-based practices into all aspects of work.

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10. Contributes to the effective management of all problems, issues, and, opportunities.

11. Adheres to the established work schedule through regular and consistent attendance.

12. Performs other duties as assigned by supervisor.

13. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education: Bachelor's degree required; background in education or related field preferred.

Skills: Must have strong organizational, interpersonal and problem-solving skills.

SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 10%
Walk/stand: 90%
Driving: As needed

Lifting: Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)

Vision: Close concentration

Mental Demands: Interpret, analyze and problem solve

Environment: Community Education classroom with some travel.

Print Name

_____ _____

Signature Date

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