

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Community Education Instructor I or II	CLASSIFICATION:	Classified Non-Management
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0800 Com Ed Instr I 0802 Com Ed Instr II	WORK YEAR:	--
DEPARTMENT:	Adult, Career, and Technical Preparation	SALARY:	C3 - Special Hourly Rate
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL: BOARD REVISION:	03-17-03

BASIC FUNCTION:

Deliver instruction to adults including district staff, parents, and the community at-large attending short-term, topic-specific classes intended to enhance personal and professional development.

DISTINGUISHING CHARACTERISTICS:

"Learning Together" is a fee-based Community Education Program, which provides one day to eight weeks of instruction to adults. The hourly salary for an instructor is based on enrollment. A Community Education Instructor I has an enrollment of six to nine students, and a Community Education Instructor II has an enrollment of ten plus students.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Deliver instruction to adults including district staff, parents, and the community at-large attending short-term, topic-specific classes intended to enhance personal and professional development. **E**

Responsible for the coordination and presentation of a subject or topic related to a special interest, talent, or craft in a manner that is both informative and interesting. **E**

Provide a positive climate for adults to explore new interests, practice new skills, and expand their horizons; begin and end each class according to the schedule. **E**

Perform a variety of clerical duties such as preparation of instructional materials, attendance rosters, and the maintenance of records and files; lift light objects. **E**

Record the professional growth attendance hours of district employees who attend class. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, expertise in a particular field of interest, a strong desire to share knowledge and enthusiasm with others.

LICENSES AND OTHER REQUIREMENTS:

None required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Subject or topic related to a special interest, talent, or craft.
- Oral and written communication skills.
- Public speaking techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.
- Health and safety regulations.

ABILITY TO:

- Deliver instruction to adults including district staff, parents, and the community at-large attending short-term, topic-specific classes intended to enhance personal and professional development.
- Respond to the educational needs of a diverse community.
- Enhance personal and professional development of adults.
- Work with culturally diverse adults.
- Communicate effectively both orally and in writing.
- Speak effectively before groups.
- Begin and end each class according to the schedule.
- Lift light objects according to safety regulations.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Classroom environment.

SAMPLE PHYSICAL ABILITIES:

With or without the use of aids: speaking to make presentations and exchange information; seeing to read and prepare documents; sitting or standing for extended periods of time; bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

Community Ed Instructor (249)

APPROVALS:

Ted Tukloff, Chief Personnel Officer

Date

James Sweeney, Superintendent

Date