

Job Title	Job Code
ACADEMIC INSTRUCTOR	2117

Department	EEO Code	EEO Category	FLSA Status	Full Time	Part Time
06	002	P	Non-Exempt	X	N/A

SUMMARY:

The Academic Instructor provides instruction in basic education subjects such as mathematics, science, social studies, reading, writing and language arts, to help inmates/students learn skills that will contribute to their development as mature, responsible citizens. Maintains a positive learning environment, adopting secure classroom management practices, and develops level appropriate lesson plans.

ESSENTIAL FUNCTIONS:

The incumbent should be able to perform all of the following functions at a pace and level of performance consistent with the job performance requirements. Any additional qualifications and/or essential job functions for specific facility locations will be contained in Appendix A.

1. Prepares course objectives and outline for course of study following curriculum standards and applicable requirements by contract, regulations, and/or guidelines.
2. Plans and documents a program of study that meets the individual needs, interests and abilities of the inmates/students to include grade level appropriate lesson plans, assignments, and tests under the general direction of supervisor.
3. Provides instruction and lecture following course outline, handouts and texts, using audiovisual aids and other materials to supplement classroom instruction.
4. Administers and grades tests to evaluate inmates'/students' progress and competency with subject matter (course objectives). Evaluates students' performance and issues progress reports as required. Assists students with individualized instruction as needed.
5. Maintains accurate and complete records as required by policy, regulations and procedures to include attendance, grades, progress reports, and other statistical information.

Created August 2013

***Note:** These qualifications apply to employees hired or transferred into this position beginning September 3, 2013; however, where partner approval is required prior to implementing a new or revised job description, these qualifications will apply to employees hired or transferred into this position on and after the date of partner approval.

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6. Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of the inmates/students. Conducts classes promptly at designated times and locations.
7. Assists facility management in implementing and enforcing all policies and rules governing inmate/student conduct. Develops procedures and rules of behavior for the classroom utilizing appropriate classroom management and teaching techniques.
8. Participates in meetings, seminars, and training workshops.
9. Conducts physical inventories of educational supplies, equipment and/or related materials.
10. Domestic U.S. travel may be required.

QUALIFICATIONS*:

Graduate from an accredited college or university with a Bachelor's degree is required. A teaching licensure is preferred. Must possess or be eligible for certification, license or other credentials required by contract and/or state of employment. Continued employment in this position will be contingent upon obtaining and/or maintaining required agency credentials. Three years of classroom instruction experience is preferred. Experience in Microsoft Office applications is required. A valid driver's license is required.

Created August 2013

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SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Full Time	Part Time
Academic Instructor	2117	06	X	N/A

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		<2			
Standing		>5			
Walking		<1			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	25		X		
Carrying up to	25		X		
Pushing up to	50		X		
Pulling up to	50		X		
GROUP III	N/A	Occasionally	Frequently	Continuously	
Squatting		X			
Bending			X		
Kneeling		X			
Reaching			X		
Twisting		X			
Crawling		X			
Ladder Climbing	X				
Stair Climbing		X			
Other Climbing - Describe:	X				
GROUP IV	N/A	Occasionally	Frequently	Continuously	
Walking on rough ground		X			
Exposure to changes of temperature and/or humidity		X			
Exposure to dust, fumes or gases		X			
Being near moving machinery		X			
Working from heights	X				
Exposure to Infectious Diseases		X			
Driving	X				
Mental Alertness				X	

OTHER CHARACTERISTICS:

Use of the following equipment:

Telephone, copier, facsimile, VCR/DVD, computer, overhead projector and related audio/visual equipment.

Additional Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects or controls; reach with hands and arms, talk and hear.

Must occasional lift and/or move up to 25 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.