



Classification Description

Job Title: Continuing Education Instructor

Pay Grade: Varies

Job Code: CEHR

FLSA Status: TEMP

Job Purpose

The Continuing Education Instructor at FSW teaches noncredit courses in their area of expertise. FSW offers a wide variety of educational and/or recreation and leisure classes. FSW offers noncredit courses in various forms such as continuing education, professional development, certification and corporate training.

General Responsibilities

Essential Functions

The Continuing Education Instructor teaches assigned noncredit classes in areas of expertise; develops course materials; teaches all scheduled classes for the full time allotted; completes and submits timely grade reports, absence reports, and other specific reports which may be required by the College; and assists students as appropriate.

Represent the College to the highest standards and conduct themselves in a manner consistent with the College's standards of ethical conduct. Complies with department and College policies and procedures.

Administers course evaluations as directed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Appropriate state certification to area of expertise, where applicable.

CONTINUING EDUCATION INSTRUCTOR

Demonstrated academic and/or professional expertise in corresponding field.

Prior experience teaching adult learners.

Demonstrated proficiency in oral and written communication in the language in which assigned courses will be taught.

Ability to maintain an established work schedule, including evenings and weekends, as necessary.

Ability to travel independently to FSW's College campuses, as needed.

Demonstrated ability to communicate effectively with and maintain positive working relationships with students, peers, supervisors and staff.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.

CONTINUING EDUCATION INSTRUCTOR

- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.