



## Job Description

**Job Title:** ABE Industry Trainer

**Instructor Supervisor:** Regional Specialist

**Job Classification:** Non-Exempt

**Position is non-contracted, part-time up to 29 hours weekly, and grant funded**

### **Job Summary**

The Adult Basic Education Trainer is responsible for a multi-level class of adult learners. Position is responsible for instructing a cohort of at least 15 adult learners in an industry training leading to a recognized industry credential.

### **Essential Duties**

1. Planning and implementation of instructional activities for a cohort of adult learners preparing for professional industry credential and workforce activities in a hospitality career pathway.
2. Administer assessments in accordance with vendor guidelines and VADOE policies.
3. Collaborate with community partners and staff to plan a contextualized curriculum when appropriate.
4. Develop program timeline and weekly instructional schedule for learner persistence and success.
5. Maintain accurate data and student records using the VADOE Adult Student Profile Document (ASPD)
6. Participates in staff development activities, staff meetings and curriculum development activities as required or assigned.
7. Performs related work as assigned

### **Other Duties**

1. Performs any other related duties as assigned by the Regional Specialist or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Degree and/or occupational certification and training credentials in related field. Experience teaching adult students is preferred. Must possess the ability to communicate effectively, both orally and in writing. Must possess excellent organizational, planning, and human relations skills. Must have the ability to establish and maintain effective working relationships with adult learners, specialists, program managers, school administration, and business/community partner agencies. Individual must possess knowledge of content, curriculum, methods, materials, and equipment appropriate for instructing adult learners in obtaining industry credential. Must demonstrate a commitment and ability to serve a diverse community, including low-income families and English language learners. Self-motivated and able to work at a standalone satellite site. Ability to manage and maintain a professional classroom, providing instruction to adult participants whose basic skills are below the twelfth grade level. Possess working skills in the use of technology to deliver Distance Education instruction, communicate via e-mail and teach basic computer skills to the adult learner.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** none

**Supervision Received:** Regional Specialist

*This job description in no way states or implies that these are the only duties to be performed by this employee. The teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Regional Specialist or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date

12/23 jsa