

# SAINT PAUL PUBLIC SCHOOLS COMMUNITY EDUCATION Adult Enrichment Instructor

## COMMUNITY EDUCATION GENERAL INFORMATION

SPPS Community Education Instructors provide safe, engaging, enrichment programs for participants. This position reports to the Community Education Program Coordinator.

## COMMUNITY EDUCATION GOALS

- 1 Participants gain the skills and receive encouragement to continue pursuing subjects on their own after a class
- 2 Affordable class fees that expand accessibility while covering all class expenses
- 3 High quality instruction taught by instructors who are experts in their field
- 4 Provide opportunities that meet the current needs of the community
- 5 Convenient class locations offering access to community buildings
- 6 Accuracy and integrity with all communications and interactions

## QUALIFICATIONS

### Minimum Qualifications

- 1 Expertise in their subject field
- 2 Ability to develop and deliver engaging learning opportunities to adults
- 3 Excellent communication skills
- 4 Ability to work with a variety of staff including clerks, teachers, custodians, administrators, instructors and other support staff
- 5 Reliable and punctual with dependable transportation

## RESPONSIBILITIES

*The essential job functions include, but are not limited to, the following fundamental responsibilities:*

- 1 Create class plans that ensure high quality programming.
- 2 Maintain a safe, engaging and welcoming environment for participants.
- 3 Work with the Community Education Program Coordinator to ensure the effectiveness of the program.
- 4 Maintain on-going communication with the Community Education Program Coordinator, staff and other key members regarding program effectiveness and issues.
- 5 Participate in Community Education staff trainings and other meetings as appropriate.
- 6 Ensure that spaces used for instruction are left clean and that daytime teacher's materials are left untouched.
- 7 Maintain positive relationship with staff, including building aides, custodians and staff from other programs.
- 8 Perform other related duties as assigned.

## WORK LOCATION:

Various/ Negotiable

## DATES/TIMES:

Various/Negotiable

## OTHER:

Pay rate negotiable and dependent on qualifications. Employment contingent on passing a background check.

## TO APPLY:

Submit a class proposal online at <http://commed.spps.org/Domain/10679>.

