

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: COMMUNITY LEARNING INSTRUCTOR

FLSA STATUS: EXEMPT PROFESSIONAL

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, execute, coordinate, and teach material associated with educating/encouraging teenagers to become productive members of society. Duties and responsibilities include planning lessons; preparing assignments and activities; providing education and instruction to students; counseling students and parents; maintaining discipline; preparing correspondence and reports; maintaining work areas; and performing other tasks as assigned. Reports to Community Learning Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Instructs students in designated subjects (i.e. English, psychology, history, economics, math, biology, physical science, ecology, health, parenting, adult living), using various teaching methods such as lectures, demonstrations, audiovisual presentations, etc.

Follows established curriculum guidelines, goals and objectives in preparing course objectives and course of study outline (i.e. educating “at risk” teens; assisting in graduating from school; keeping teens out of trouble; teaching skills to become productive members of society).

Responsible for the implementation of the rules and discipline for the Community Learning Center (CLC); maintains Category 1 State Accreditation paperwork.

Plans daily lesson schedules; prepares student assignments and activities; reviews, corrects and approves completed work assignments.

Administers tests and exit exams to evaluate each subject taught; records results; issues progress reports.

Ensures that students attend school; maintains attendance records.

Meets with parents to discuss student progress and problems.

Provides guidance/counseling to students and parents regarding academic problem, personal problems, graduation requirements, etc.

Prepares and/or generates routine correspondence, letters, memoranda, forms, reports, and other documents via computer and/or typewriter.

Receives various documentation; reviews, processes, responds, forwards, maintains, and/or takes other actions as appropriate.

Prepares departmental files; maintains file system of departmental records.

Maintains inventory of departmental supplies; initiates orders for new or replacement materials; obtains books, visual aids and related educational supplies for classroom use.

Rutherford County, Tennessee • Community Learning Instructor

Responds to routine requests for information or assistance from members of the staff, the public or other individuals.

Answers the telephone; provides information, guidance and assistance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Maintains a clean work area, and completes other cleaning tasks as necessary or requested.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.

Completes work at assigned workstation that is determined by the supervisor.

Must work hours as scheduled.

Maintains a professional teacher's licensure.

Maintains an up to date knowledge in changes in regulations in educations, specifically related to high school students and curriculum.

ADDITIONAL FUNCTIONS

May give speeches or presentations to public to inform /educate.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree required: Master's Degree preferred in Education (or related field) required; preferred three (3) years experience in working with at-risk youth in an educational environment (or related field). Requires State Teacher's certification. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Teaching, answering phone, working with students, supervising

Surface: Tile floor

Estimated Total Hours: 1-5

2. SITTING

Tasks: Teaching, phone

Estimated Total Hours: 2-6 **Maximum Continuous Time:** depends

3. LIFTING/CARRYING

Objects: Books, handouts, etc.

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs					
26-50 lbs					
51-75 lbs					
76-100 lbs					
>100 lbs					

4. PUSHING/PULLING

Objects: Books on book shelf

5. BENDING/SQUATTING/KNEELING

Tasks: Experiments, teaching, p.e.

Frequency: Daily

6. REACHING

Tasks: Books, papers, etc

Hands Used: RIGHT LEFT BOTH X

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	

Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>80</u> % of time
Outside	<u>20</u> % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping	X	
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash	X	

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

Exemption Status Test (Professional Employee)

~ The following questions to determine whether you've misclassified a worker as a learned professional:

1. Is the employee's primary duty to perform work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction?

Yes

2. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

3. Is the advanced knowledge obtained by completing an academic course of study resulting in a four-year college degree or leading to certification?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date