

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Employment &amp; Training Instructor</u>
Sch.& Grade	<u>PAT-6</u>
Class Code	<u>BH72</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Union eligible</u>
Occupational Group	<u>Human Services</u>

**PRIMARY PURPOSE:**

To implement automated classroom training to include ABE, individualized tutoring, computer software applications, tutorials and/or classroom instruction, as appropriate.

**SUPERVISION:**

Under the direct supervision of the Employment & Training Placement Supervisor assigned to Training Services.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Provide classroom orientation and instruction, and conduct class activities in accordance with acceptable policies and procedures.
2. Provide academic testing to determine participants' readiness for available training services.
3. Develop, implement and evaluate educational/training plans, to include but not be limited to ABE.
4. Utilize all available computer software applications such as word processing, spreadsheet, data base, etc.
5. Administer tests and evaluate participant progress.
6. Organize, develop, and/or maintain classroom instructional materials and resources.
7. Assist in the evaluation and procurement of equipment, instructional materials and resources.
8. Supervise the handling, care and use of equipment and materials.
9. Maintain records and prepare reports for assigned area.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, and seminars for professional development purposes.
2. Assists with job fairs.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles and methods of classroom instruction and working knowledge of common computer software applications.

**Abilities**

Perform independently and utilize sound, independent judgment; prepare and present information effectively in front of groups; prepare and present clear, concise and comprehensive reports; maintain complete and accurate records; communicate effectively, both verbally and in writing; deal effectively and courteously with associates, the general public, program participants, etc.; follow oral and written instructions; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor’s degree in Education or related field. Professional work experience in Adult Basic Education is highly desirable.

**Physical Requirements**

Performs bending, climbing, and reaching from ground level to six feet in height; may lift and carry up to 50 pounds; must be able to hold and grip objects; must operate a computer keyboard and/or mouse.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment.

**Licensing/Certification**

Must obtain and maintain a Missouri Teaching Certificate. Must be able to obtain and maintain certification in Adult Basic Education, as prescribed by the Missouri State Department of Elementary & Secondary Education, within the probationary period.

**Miscellaneous Requirements**

If operating a motor vehicle during the performance of job duties, must possess a valid Missouri Motor Vehicle Operator’s License and provide required liability insurance.

<b>Last Revision:</b>	May 26, 2016	<b>GENERAL ORDINANCE NO.</b> 4812
<b>Comments:</b>	Updated bargaining unit eligibility	<b>Date:</b> June 22, 1998

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_