

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: <https://www.spps.org/domain/10679>

