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| **APIlogo-MT1Alternate Perspectives Incorporated**  New Orleans Job Corps Center | **Position Title**: **ACADEMIC PROGRAMS INSTRUCTOR** | |
| **Status**  Exempt | **Effective Date**  September 1, 2022 |

**Position Summary:**

Reports to the Academic / CTT Supervisor. Responsible for providing academic instruction to students in accordance with approved curricula, leading to student skill and credential attainment in compliance with Department of Labor (DOL) and management directives.

**Essential Functions:**

1. Provide students with basic direction, instruction and assistance in designated area(s) of instruction that leads to positive student achievements and high center performance.
2. Motivate and counsel students in areas of behavior, education and training, personal concerns and study habits.
3. Coordinate with CTT and evening studies instructors, counselors, residential advisors and other staff as necessary to resolve issues affecting student training.
4. Develop and prepare lessons in designated academic instructional area and in coordination with designated CTT instructors; recommend curricula changes and supplemental materials; administer and correct tests; maintain progress, attendance and other reports as required.
5. Evaluate and develop curricula, instructional materials, methods and techniques consistent with corporate and management directives.
6. Assist in ensuring OMS performance standards meet or exceed DOL and API standards and expectations; utilize available automated systems and reports, including CIS and CTS reports, to monitor and enhance student as well as program progress and performance.
7. Participate in student career management and evaluation processes as required. Complete student evaluations, enter case notes and employer certifications earned, and update student progress in CIS.
8. Maintain a classroom environment that is safe, clean and conducive to student learning, and achievement.
9. Provide positive, quality customer services to students, staff, and other center customers.
10. Participate in student employability programs and activities; develop and conduct enrichment programs as needed or assigned.
11. Assist in developing community linkages and volunteers for the academic programs department.
12. Support, promote, and enforce the Job Corps Zero Tolerance Policy and Center Behavior Management System.
13. Promote the development of Career Success Standards by modeling appropriate behaviors, consistently monitoring student behavior and conduct, and mentoring students where necessary.
14. Maintain accountability of students and property; adhere to safety practices; attend all required staff training.
15. Coordinate with other departments regarding academic department activities, evening studies, problem solving, and interdepartmental and center programs, activities and events.
16. Cultivate and maintain a climate on center which is free of harassment, intimidation and disrespect to provide a safe place for staff and students to learn and work.

*It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.*

**Education and Experience Requirements:**

Bachelor's degree and valid teaching certificate in the state of employment preferred. One year instructional experience preferred. Excellent written and verbal communications skills and computer proficiency required. Valid driver’s license with an acceptable driving record, unless waived by management.

Employment waivers may be accepted with approval from DOL in leu of state issued teaching certificate. Waiver must show progress to becoming certified.

**Employee Signature:**

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{CANDIDATE SIGNATURE} {CANDIDATE SIGNED DATE}