

# **LOMPOC UNIFIED SCHOOL DISTRICT**

## **POSITION TITLE: LECTURER - ADULT SCHOOL**

### **BASIC FUNCTION:**

Under the immediate supervision of the Adult School Principal, the Lecturer facilitates events such as Lectures and Forum Series specific to industry in which the Lecturer is well qualified to speak. Lecturers address industry regulations and safety procedures; identify training requirements; and maintain required documentation for audit in compliance with state certification and district/state/federal requirements.

### **ESSENTIAL DUTIES:**

- Attends meetings, trainings, etc. for the purpose of streamlining and coordinating programmatic elements.
- Conducts lectures for the purpose of evaluating and reviewing students' job knowledge and complying with regulations and/or certification.
- Reviews performance of students for the purpose of ensuring that basic skills levels are met and are in compliance with state or other licensing/certification requirements.
- Informs students (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information for follow-up action and/or proper procedures.
- Lectures students for the purpose of providing classroom instruction and/or training and addressing current industry regulations/ procedures, etc.
- Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information.
- Prepares documentation for the purpose of providing written support and/or conveying information.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF**

- Principles, theories, methods, techniques and strategies pertaining to industry area with skills to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing industry conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job including but not limited to effectively lecture adult students, adhere to safety practices, apply assessment instruments, etc.
- Read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems.
- Specific competencies required to satisfactorily perform the functions of the industry job and may include pertinent codes, policies, regulations and/or laws; and safety practices and procedures.

#### **ABILITY TO:**

- Schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment.
- Work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes.
- Work with a diversity of individuals; work with a variety of data; and utilize job-related equipment.
- Problem solve to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment may be significant. Specific ability-based

competencies required to satisfactorily perform the functions of the job include being attentive to detail; and meeting deadlines and schedules.

- Work under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget.
- Display the use of good judgment in making decisions.
- Perform the essential function of the job.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and training with industry certification and/or licenses where applicable that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience: Job related experience is required.

Education: High School diploma or equivalent.

## **OTHER REQUIREMENTS:**

Certification: Possession of requisite certifications/licenses where applicable.

Condition of Employment: Insurability by the District's liability insurance carrier.

Personal Qualities: Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Skill in written and oral expression which provide a desirable model for students.

## **COMPENSATION:**

The hourly pay rate for career-related Lecturers shall be aligned with the median industry standard for the region.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Classroom/lab environment.

Numerous interruptions.

May work hours aligned with the operational schedule of the Adult School (weekends, evenings, weekdays)

### **PHYSICAL ABILITIES:**

Hearing and speaking to accurately exchange information and make presentations.

Seeing to read a variety of materials and monitor student work.

Dexterity of hands and fingers to write and operate instructional equipment.

Bending at the waist, kneeling or crouching to assist students.

Sitting or standing for extended periods of time.

Lifting or moving objects, normally not exceeding thirty (30) pounds

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**BOARD APPROVAL: September 28, 2021**