



### **BRIEF DESCRIPTION OF POSITION**

Under the direction of the Adult Education Principal or designee, the Professional Expert is a non-credentialed training specialist that plans and develops curriculum and provides instruction to adults in a highly technical or complex vocational or academic discipline.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a) Participate in course development and modification; participate with establishing goals, priorities, planning and implementation; research material to assure that curriculum is current, accurate and relevant; plan and organize displays and lessons.
- b) Develop, explain and demonstrate learning exercises and instructional materials to aid in student comprehension of course work; prepare instructional materials in accordance with student level of understanding and interest; present information to students in a logical, accurate and interesting manner.
- c) Assist students in improving their skills; assist students in the use of a variety of equipment, materials and supplies in an instructional setting.
- d) Maintain student records in order to assess progress of students; administer, evaluate and grade tests, assessments, projects and assignments, commenting on content, technique and areas of needed improvement.
- e) Attend appropriate meetings, participate on committees and attend conferences, classes and workshops to maintain, update and increase knowledge and skills in field of specialty,
- f) Provide information on available resources to students; encourage student participation and advise students regarding learning materials available.
- g) Operate and instruct others in the use of a variety of technical or specialized equipment related to area of specialty.
- h) Perform related duties as assigned

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Subject matter of assigned area of instruction.
- Instructional and tutorial techniques.
- Technical expertise in the field of specialty.
- Basic reference materials and effective study techniques.
- Record-keeping techniques.
- Health and safety regulations and practices.
- Correct language usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.

#### **ABILITY TO:**

- Instruct or tutor students effectively.
- Set up, design and operate assigned equipment with skill.
- Read, understand, interpret and apply rules, policies and procedures relating to assignment.
- Plan, schedule, organize, train and review the work of students.
- Meet schedules and timelines.
- Work independently with little direction.
- Use a variety of audio-visual equipment and materials.

- Generate enthusiasm for learning.
- Assess student achievement.
- Communicate effectively both orally and in writing.
- Operate a variety of equipment related to area of learning including specialized and highly technical equipment.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.

## **PHYSICAL CHARACTERISTICS**

- Must be able to bend, stoop, reach, lift and stand for prolonged periods
- See to read fine print and for depth perception
- Use hands and fingers to perform tasks
- Speak clearly and hear well enough to communicate effectively.

## **REQUIREMENTS**

Category 1 - Avocational: No college degree required. Position requires specialized knowledge in an avocational subject to enhance personal growth and enrich the quality of life for the individual student, the family and community.

Category 2 - Vocational: No college degree required. Position requires expert knowledge and experience related to job skills in the private or public work sectors. Position provides unique knowledge and skills to enhance the educational experiences of students involved in initial career preparation and upgrading of Job skills.

Category 3 - Technical: College degree is desirable, but not required. Position requires at least five years of work experience in a technical field. Salary commensurate with Industry.

Category 4 - Advanced Technical: Bachelor's Degree required.

Category 5 - Specialized: Bachelor's Degree and at least five years professional experience required. Expert provides specialized skill training.

Category 6 - Professional: Bachelor's Degree required. At least five years of professional level preparation and or work experience required. Communicates highly technical and professional knowledge and skills to provide a complete scope of competencies needed for students to pass state or federal licensing or certification exams and to meet Individual program accreditation standards.

Category 7 - Advanced Professional: Doctor's Degree and/or at least ten years professional/ management experience required. This category is for persons who have doctorate degrees such as dentists, doctors, pharmacists, lawyers and Ed.D/PH.D certifications.

## **SALARY TABLE**

| Category | Hourly Rate |
|----------|-------------|
| 1        | \$21.81     |
| 2        | \$27.25     |
| 3        | \$32.71     |
| 4        | \$38.17     |
| 5        | \$43.62     |
| 6        | \$49.06     |
| 7        | \$70.87     |