

**COMMUNITY HEALTH PARTNERS, INC.**  
***(Learning Partners Program)***

*Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.*

Job Title: Adult Education Teacher  
Position Status: Non- Exempt Hourly  
Effective Date: 10/2020  
Reviewed By: Learning Partners Director, John Gregory, 406-823-6356, gregoryj@chphealth.org

**JOB SUMMARY:** With the support of the Learning Partners Director, the Adult Education Teacher is responsible all aspects of the Adult Education Program.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide in-person and virtual instruction to adult students with a wide range of abilities, including English language learners, in both individual and small group settings.
2. Conduct enrollment, orientation, pre- and post-assessment for students. Create individual learning plans.
3. Teach, encourage and facilitate good learning habits.
4. Form strong, trusting relationships with students with an empathetic, strength-based attitude.
5. Use evidence-based teaching practices.
6. Promote, manage and encourage student usage of online learning platforms.
7. Support students' non-academic needs through referrals to programming within CHP and the community.
8. Engage students in career and post-secondary education planning.
9. Maintain student records and files in both paper and electronic formats.
10. Create and implement recruitment and retention strategies.
11. Maintain the adult education 6-computer lab with support from the IT Department.
12. Meet state and federal program requirements: monthly monitoring, reporting and key performance benchmarks.
13. Facilitate volunteer tutor program.
14. Participate in CHP case management meetings, staff meetings and supervisory meetings.
15. Represent the Adult Education Program at community, regional and statewide meetings.
16. Create and maintain strong relationships with core partners, especially WIOA partners.
17. Ensure that the classroom space, instructional supplies and equipment are maintained and updated.
18. Increase knowledge of best practices in adult education by pursuing professional development opportunities.
19. Engage in Learning Partners' initiatives to support staff physical, mental and behavioral health, e.g. mindfulness practices, self-assessment, compassion and vulnerability in discussion.

20. Seek and engage in continuous quality improvement initiatives.
21. Report to work as scheduled and work a flexible schedule when needed. Work will include occasional travel to other sites, e.g. White Sulphur Springs, Bozeman.
22. Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.

### **SKILLS AND ATTITUDES:**

1. Work in a team and to share responsibilities and duties.
2. Set priorities, be organized and accountable.
3. Be creative, self-motivated and persistent.
4. Anticipate, identify and solve problems both independently and in groups.
5. Resolve interpersonal conflict in a straightforward and timely manner.
6. Be empathic and friendly.
7. Be an adept communicator.
8. Treat both staff and patients with respect.
9. Navigate technology efficiently, e.g. phone, fax, text, copiers, computers, laptops, cell phones, tablets, Internet databases, etc.
10. Work with grace under pressure.
11. Accept and respond to feedback gracefully and constructively.

### **JOB QUALIFICATIONS:**

#### Education:

- Bachelor's or graduate degree in elementary, secondary or adult education or related field.
- A current Montana teaching certificate is preferred.

#### Experience:

- Three to five years of high school or adult ed. teaching preferred
- Adult education/literacy background highly desirable
- Knowledge and understanding of local social service agencies desirable.
- Experience working with limited resource population.

## Essential Physical Requirements

	<b>Occasionally (1%-33% of day)</b>	<b>Frequently (34%-66% of day)</b>	<b>Continuously (67%-100% of day)</b>
Sitting		<b>X</b>	
Standing		<b>X</b>	
Walking		<b>X</b>	
Speaking/Hearing			<b>X</b>
Seeing			<b>X</b>
Hand/Wrist Work (ie. Keyboarding)		<b>X</b>	
Pushing/Pulling	<b>X</b>		
Fine Manipulation		<b>X</b>	
Grasping	<b>X</b>		
Reaching	<b>X</b>		
Bend	<b>X</b>		
Kneel	<b>X</b>		
Squat	<b>X</b>		
Climb	<b>X</b>		
Lift 1-10 lbs	<b>X</b>		
Lift 11-20 lbs	<b>X</b>		
Lift 21-50 lbs	<b>X</b>		

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Staff signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date