



JOB DESCRIPTION

TITLE: Instructor

COLLEGE/SCHOOL/DEPT: HEP ALLIANCE

DATE PREPARED: December/2021

REPORTS TO: Program Director

FLSA: Non-Exempt

POSITION SUMMARY:

Instructors will be responsible for administering culturally relevant instruction and material to all migrant/seasonal farmworker students. Will assist with student academic skills and develop the Individual Education and Career Development Plan.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Develop and implement effective lessons in all subject areas according to the common core state standards and STEM programs.
- Supervise Instructional Aids.
- Administer instructional material to HEP students.
- Monitor students' academic skills and development.
- Develop class schedules and monitor attendance.
- Develop a portfolio for each student; which will include intakes, evaluations, attendance, awards, and GED certificates.
- Coordinate and facilitate student graduation ceremony.
- Assure goals and objectives are being met.
- Employee may perform other related duties and required to meet the ongoing needs of the organization and its targeted population
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- Work is performed in a HU facility environment with flexible schedule that may include some evening work and weekend schedule.
- Instructors may be required to use their personal vehicle to attend off campus events and meetings
- COVID 19 Pandemic-during the pandemic work is remote and all staff are working primarily from home.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

This section contains responsibilities and important duties performed occasionally or in addition to the essential functions of the position. The above statement is on all job descriptions in this section.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's degree, teaching certificate and /or comparable proven experience in working with migrant/seasonal farmworkers/ Prior experience working with migrant/seasonal farmworker of all ages in classroom setting.
- Strong commitment working with youth.
- Bilingual in English and Spanish (speaking/reading/writing).

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (names, addresses & phone numbers of 3-5 current professional references).
- HU Employment Application [LINK:HU App](#)

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948