



JOB DESCRIPTION

JOB TITLE: College 2 Career Program Substitute

REPORTS TO: College 2 Career Program Coordinator

CLASSIFICATION: (Under review)

STATUS: Part time, on-call as needed, non-exempt

DUTIES AND RESPONSIBILITIES:

- Supervise clients while completing daily assignments
- Maintains daily attendance records and keeps appropriate files
- Responsible for maintaining an orderly, productive classroom environment
- Assure completion of timed assignments, reporting all infractions of rules and regulations
- Coordinates efforts with other trainers/instructors as needed
- Works with coordinator and other staff members to accomplish the goals of the program

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skillful use of computer programs (especially Word and Excel) and the Internet
- Good organizational and record-keeping skills
- Courteous, pleasant demeanor
- Exhibits a helpful attitude
- Good communication skills, both verbal and written
- Ability to use correct grammar
- Must be able to work with a diverse population
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/ EXPERIENCE REQUIRED:

- Bachelor's degree preferred
- Prefer previous classroom experience

SPECIAL REQUIREMENTS:

- Must be able to bend, stoop, and lift up to 25 pounds

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____