



A World-Class Community of Learners

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE

Community Education Class Instructor

CONTRACT REFERENCE

TITLE OF IMMEDIATE SUPERVISOR

Community Education Coordinator

VERSION DATE

September 2019

JOB SUMMARY

To teach adult or youth enrichment courses, provide services through Fridley Community Theatre or other offerings/services through the Fridley Community Education Department.

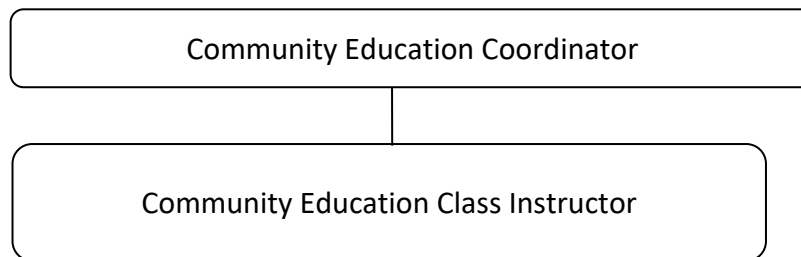
TASK NO.	FRE- QUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Instruct Fridley Community Education course(s).	
2.	Promote Community Education classes to the public if applicable.	
3.	Track attendance of course(s) if applicable.	
4.	Provide services as applicable to the Fridley Community Education department.	
5.	Work with the Community Education Coordinator to build, develop and deliver high quality lifelong learning to community members.	
6.	Other duties as assigned.	

QUALIFICATIONS (Specific training or job experience required before appointment)

1. Training and instruction skills
2. Organizational skills

ORGANIZATIONAL RELATIONSHIPS



JOB TITLE

Community Education Class Instructor

CONTRACT REFERENCE

Individual Contract

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SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.