

4111 Las Virgenes Road
Calabasas, CA 91302

www.CenterEdX.lvusd.org

818-878-5251

MicroCredentialed Program Instructor Job Description

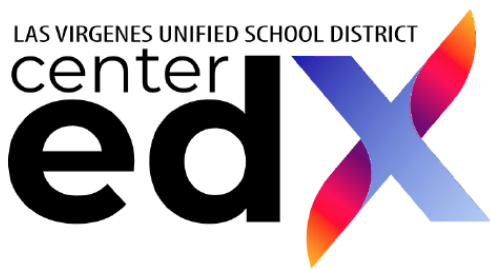
Instructors in the MicroCredentialed Program teach at least one 6 week course throughout the year. Following the application and interview process, Instructors will be selected by the LVUSD Center EdX Administration with representatives from LVCA/LVEA in conjunction with the LVUSD Human Resources Department.

Major Duties and Responsibilities

- Review/refine a course syllabus to include instructor-specific information and course policies
- Utilize the Center EdX syllabus template and course standards to develop a course syllabus
- Develop content and other course materials in support of course outcomes
- Participate actively in the online discussions
- Provide relevant and timely formative and summative feedback on student work
- Compile and report grades in NEO LMS in a timely manner
- Attend Program Faculty meetings

Knowledge, Skills, and Abilities

- Knowledge of specific area being taught in one or more of the following MicroCredentialed
 - Office and Department Management
 - Social Emotional Supports
 - Cognitive Behavior Coaching: Foundations
 - Supports for Students with Disabilities
 - Cognitive Behavioral Coaching: Advanced
 - Professional Theater Management
 - Literacy and Language Foundations
 - Literacy and Language Advanced
 - Diversity and Equity Inclusion Series
- Ability to use data for decision-making regarding student needs
- Ability to conduct professional development
- Ability to work in a high demand environment
- Ability to lead large and small groups
- Ability to communicate effectively with various stakeholders within LVUSD and outside the organization



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Supervision/Evaluation: Under the supervision and direction of the Assistant Superintendent of Administrative Services

Minimum Qualifications:

Program Instructors must be qualified individuals who meet the set minimum requirements including but not limited to:

- A strong commitment to professional learning, reflection, and collaboration
- Meeting the minimum requirements for the desired pathway outlined in the MicroCredential Faculty Manual.
- Completion of Cognitive Behavioral Coaching: Foundations and Cognitive Behavioral Coaching: Advanced within two years of being hired.

Working Conditions:

- Subject to classroom/office environment and community settings, which may include inside and outside environmental conditions
- Subject to travel between sites

Physical Conditions

- Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approx. 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, and steps
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner
- Hearing and speaking to exchange information and make presentations
- Dexterity of hand and fingers to operate office equipment, carrying, pushing or lifting classroom equipment and supplies
- Reaching overhead, above the shoulders and horizontally
- Seeing to observe staff in classroom activities

Revised 4/2/22