Downloaded from <https://www.velvetjobs.com/job-descriptions/education-instructor>

# Example of Education Instructor Job Description

Our company is growing rapidly and is looking to fill the role of education instructor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for education instructor

* Maintains and reports student grades and attendance in accordance with company policies and school procedures
* Designs and teaches a community education non-credit course
* Prepares instructional materials including handouts and course syllabi
* Maintains a student-oriented approach to student learning
* Maintains and submit records of student attendance
* Provides an open, student-centered, discrimination free classroom environment
* Lead students grades 3-12 (mostly upper middle school) through Mount Rainier Institute’s multi-day experiential learning programs focusing on inquiry-based field science investigations and the natural and cultural history of the Mount Rainier region
* Cultivate a positive, inclusive, multi-cultural, student-centered learning environment that inspires community development, scientific and environmental literacy, and a sense of place
* Assist in the design of customized environmental and science education programs based on the needs of each school group and the Mount Rainier Institute programmatic framework
* Attend training and regularly scheduled staff meetings and positively contribute to the staff community

## Qualifications for education instructor

* Able to function independently and exercise professional judgment
* Demonstrate skills in teaching techniques and presentation
* Demonstrate ability to lead and facilitate diverse groups of people with understanding of group dynamics
* Prefer advanced training in childbirth preparation from a program such as ICEA, Lamaze or equivalent or a Registered Nurse with perinatal experience and/or advanced training in lactation, such as IBCLC or other certification
* Candidate must have obtained at least a conferred Doctoral Degree in Nursing from an institution regionally accredited by an agency recognized by the U.S. Department of Education or international equivalent, additional requirements driven by state licensing or accreditation considerations may apply
* Must be able to adapt to irregular hours and schedule changes with little notice