



# Mobile County PUBLIC SCHOOLS

**Job Description Title – PART-TIME CLASSIFIED TEACHER (Adjunct Instructor)**

**SUPERVISED BY/REPORTS TO:** Principal or his/her designee.

**FLSA Designation:** Exempt

**JOB SUMMARY:** To take a regular teaching position but for only less than half of a day. Is responsible for teaching a classroom of students just as they would if the person was a full-time teacher.

**QUALIFICATIONS:**

- Holds a bachelor's or master's degree from a regionally accredited institution of higher learning recognized by the Alabama State Department of Education, **OR**,
- Is a high school graduate or possesses a GED equivalent. Has written verifiable job experience in the area the employee is seeking the part-time teaching experience, i.e. welding. Certain positions may require academic background in the area or various trade licenses,
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Must obtain an Alabama Adjunct Instructor Permit within 90 days of employment.
- Regular and punctual attendance.

**LANGUAGE SKILLS:**

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students and parents. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

**INTERPERSONAL SKILLS:**

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

**REASONING ABILITY:**

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

**COMPUTER SKILLS:**

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc.

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

*The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.*

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Maintains appropriate student supervision so that students have a safe and orderly environment to learn. Establishes and maintains acceptable standards of pupil behavior and clearly communicates parameters for student classroom behavior and manages disruptive behavior while maintaining high expectations.
3. Monitors students in a variety of educational environments (e.g. classroom, school grounds, hallways, lunchroom, restrooms, etc.).
4. Maintains a positive atmosphere and arranges the physical environment of the classroom for optimum learning. Recognizes student diversity and creates an atmosphere conducive to the promotion of positive student involvement and self-concept.
5. Works cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in students' IEPs. Assists special education students in regular classes with assignments.
6. Actively supervises students during assigned duty before, during, and/or after school.
7. Supervises and/or assists with extracurricular and co-curricular activities as assigned.
8. Maintains appropriate confidentiality regarding student/school/workplace matters.
9. Maintains accurate, complete, correct reports, and submits reports, records, and correspondence in a timely and accurate manner.
10. Develops lesson plans, instructional materials and provides individualized and small group instruction to adapt the curriculum to the needs of each student. Organizes and uses a variety of techniques, strategies, materials, and technology to maximize the learning of each child, individually and in group settings.
11. Adheres to the Code of Ethics of the Education Profession in Alabama and school system rules, administrative procedures, local Board policies, and state, federal, and local regulations. Adheres to sound judgement, and leadership.
12. Attends staff, professional, and in-service meetings if held during the normal half-day time period.
13. Communicates respectfully and effectively with parents through emails, telephone calls, conferences, and any other means to discuss pupils' progress and to interpret the school's program outside of the school day as needed. Maintains open lines of communication with students, parents, and staff. Provides students and parents with specific feedback.
14. Maintains positive communication with supervisors, colleagues, community members, parents, and students to promote an increase in community engagement in education.
15. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
16. Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lesson plans (following scope and sequence) and instructional materials; translates lesson plans into learning experiences so as to best utilize the available time for instruction; provides appropriate, detailed instructions/plans for when absent. Lesson plans must be made available to local school administration and district staff when asked.
17. Reports matters of a sensitive nature to the appropriate authorities, e.g. Counselor, local school administrator. Sensitive matters (e.g., abuse, harassment, honor code violations, etc.) should be kept confidential outside of reporting to the appropriate authorities.
18. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school.

#### **PHYSICAL REQUIREMENTS:**

*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.*

While performing the duties of this job:

- The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or squat.
- The employee may regularly lift and/or move up to 10 pounds and occasionally lift up to 25 pounds.

- Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.
- Certain positions in the school district may impose additional physical demands.

### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Usually works in a classroom setting. Could work in other non-regular or non-traditional classrooms. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

### **EVALUATION**

The performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be conducted by the building principal or their designee.

### **TERMS OF EMPLOYMENT**

Entire school years are 9-months (187 days) **3 & ½ hours per day** usually Monday through Friday for **less than 20 hours**. Daily work schedule will be determined by the Principal or his/her designee. Work assignments and schedules are subject to change. The At Will Employee is subject to the Students First Act of 2011 and other applicable state and federal laws.

As this is a **part-time position**, no sick leave, no insurance or other benefits come with the position. No substitute is provided for this position. If an absence is expected the employee is expected to tell the principal and the Principal will make arrangements. The employee **MUST** clock in and clock out each day.

### **SALARY**

The salary is calculated as follows:

- Former teacher employee – last yearly rate of pay is found which is then divided by 187 workdays. Once the old daily rate is determined, the salary is determined by – multiplying the **half Daily Rate of Pay times # of days to work**. Official College Transcripts required if not already on file.
- Never a MCPSS employee (never certified teacher) - the salary is based on the starting salary for a bachelor's degree and will be determined by the current State Salary Matrix. Same formula as former employees. If not a holder of a bachelor's degree, then a High School or GED Transcript required.
- Official Transcripts must be submitted before starting work.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.