



JOB DESCRIPTION – Teacher, Adult Education

JOB GOAL:

Plan and implement Adult Education Programs which are appropriate, conducive to learning, and contain educational experiences that move adults/young adults student toward their academic, social, and emotional potential.

QUALIFICATIONS:

1. Bachelor’s Degree from an accredited institution.
2. Certified in the appropriate area or be willing to work towards certification.
3. Must pass a pre-employment drug screen and submit to random drug screenings.
4. Must provide written references upon request from the Superintendent.

REPORTS TO:

Assistant Superintendent

SUPERVISES:

N/A

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of adult learning theory.
2. Knowledge of prescribed curriculum, best practices, and current educational research.
3. Basic understanding, and knowledge, of technology and software utilized within the district.
4. Knowledge of learning styles, and skill in using differentiation to address student learning needs.
5. Skill in oral and written communication with students, parents, and other stakeholders.
6. Ability to plan and implement activities for maximum effectiveness.
7. Ability to effectively assess levels of student achievement, analyze results, and use the results to drive instruction in the classroom.
8. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.
9. Ability to collaborate and work effectively with peers, administrators, and others.

PERFORMANCE RESPONSIBILITIES:

1. Administering TABE or CASAS (MUST BE CERTIFIED ALREADY)
2. Interpret standardized test scores to parents and students (Example: TABE, FAST/FSA, CASAS, & GED)
3. Administer GED Practice Test, complete analysis sheet, & provide counseling regarding improvement areas.
4. Coordinate students required contact hours and progress with various agencies such as: Social Security Office, One-Stop Program, HRS, family Literacy and Law Enforcement.
5. Administer Post TABE and CASAS to calculate improvement and record ABE LCP’s.
6. Maintain an Individualized Monthly Work Calendar for each student.

7. Calculate student's ABE literacy Completion Points for the WIDAS report for DOE.
8. Recruit/call enrolled students and their parents to encourage attendance and progress in earning their GED.
9. Complete inventory on all required Adult School material.
10. Assist student in using Florida CHOICE on-line Career Education Program.
11. Be familiar with Aztec on-line GED Practice Test and Acellus on-line Academic Learning Program.
12. Be able to determine Initial and Final Adult General Education functioning level for each student and submit this information for WIDAS reports.
13. Must write individualized Adult Academic Learning Plans and make revisions based on student needs.
14. Should be familiar with GED.com and the registration process for the GED.
15. Keep compliant with age waivers according to state laws.
16. Create or select long-range plans based on a review of district and state curriculum priorities, student profiles, and instructional priorities.
17. Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
18. Develop or select instructional activities which foster active involvement of students in the learning process.
19. Establish and maintain a positive, organized, and safe learning environment in which students are encouraged to be actively engaged.
20. Maintain a clean attractive learning environment that is challenging yet non-threatening.
21. Establish/maintain a variety of motivational and behavior management techniques which are appropriate, effective, and achieve academic focus.
22. Establish appropriate testing environment and ensure test security.
23. Establish and maintain effective and efficient record keeping procedures.
24. Manage time effectively by developing routines and efficient techniques.
25. Manage/organize materials and equipment to increase efficiency and effectiveness.
26. Instruct and supervise the work of volunteers and aids when assigned.
27. Assist in enforcement of site rules, administrative regulations, and Board policy.
28. Develop and use assessment strategies (traditional/alternative) to assist in development of learners.
29. Provide feedback to students with a focus on improving student performance.
30. Encourage self-assessment by students and assist them in developing plans for improvement.
31. Administer standardized test in accordance with directions provided.
32. Demonstrate knowledge and understanding of curriculum content.
33. Communicate high expectations for learning for all students.
34. Apply principles of learning and effective teaching in instructional delivery.
35. Use appropriate materials, technology, and resources to help meet learning needs of all students.
36. Assist students in accessing, interpreting, and evaluating information from multiple sources.
37. Provide appropriate instruction & modifications for students with special needs and/or have limited proficiency in English.
38. Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
39. Collaborate with students, parents, school staff, & other appropriate persons to assist in meeting student needs.
40. Provide accurate/timely information to parents and students about academic their performance.
41. Recognize overt indicators of student distress or abuse and take appropriate actions.
42. Assist others in acquiring knowledge and understanding of particular area of responsibility.
43. Act in a professional/ethical manner and adhere to the Code of Ethics & Principles of Professional Conduct.
44. Maintain confidentiality of student and other professional information.
45. Comply with policies, procedures, and programs.
46. Perform other incidental tasks consistent with the goals and objectives of this position.
47. Enroll qualified students into IET (Integrated Education & Training) Programs.
48. Assist students in applying for college and other postsecondary opportunities.
49. Enroll qualified students in TRIO and Chipola Career Source.
50. Annually draft the Adult General Education (AGE) Grant which is to secure funding for Liberty County's Adult Education Program.

OTHER DUTIES AND RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Consistently maintain regular punctual attendance and timely completion of assigned duties; work assigned contract and extended days; use of personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporates, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed.
2. Maybe medium or heavy work depending on a particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects

ENVIRONMENTAL DEMANDS:

1. Possible exposure to a variety of childhood and adult illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Function in a workplace that is usually moderately quiet but can be noisy at times.

TERMS OF EMPLOYMENT:

1. Salary and benefits shall be consistent with the Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.
2. Length of the work year and hours of employment shall be those established by the Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel in compliance with the negotiated Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein. However, terms, wages, and conditions of employment shall be consistent with the approved Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: