



Hourly Teacher / Adult Ed.

Purpose Statement

The job of Hourly Teacher / Adult Ed. is done for the purpose/s of providing support to the instructional program with specific responsibility for adult education programs designed to grant credit towards graduation or a GED program; administering tests; planning, preparing, and presenting lessons; maintaining student records; and serving as a resource to other school personnel requiring assistance with students in the Adult Ed program.

This job is distinguished from similar jobs by the following characteristics: Provides instruction and support to adult students for required coursework towards graduation or GED requirements.

This job reports to Principal and Program Director

Essential Functions

- Assesses students for the purpose of determining progress, modifying instruction, and maintaining compliance with local, state, and federal guidelines.
- Collaborates with other instructional staff (e.g. teachers, assistants, administration, etc.) for the purpose of coordinating student instruction and maximizing student achievement.
- Implements instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Instructs students in workplace math skills for the purpose of reinforcing pertinent math concepts.
- Instructs students, individually or in groups, for the purpose of presenting and/or reinforcing language acquisition learning concepts.
- Maintains a variety of electronic and written records (e.g. progress reports, program evaluations, attendance, etc.) for the purpose of tracking student progress and providing documentation for programs and interventions.
- Maintains a safe and orderly classroom for the purpose of maximizing student achievement.
- Monitors individual and/or groups of students for the purpose of providing a safe and positive learning environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation in both English and Second Language; age appropriate activities.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing

defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training:

Occasionally, as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

8/24/2018

Salary Grade

Lane 3