

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

PART TIME TEACHER (ADULT EDUCATION)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Valid teaching certificate. Certified by the State of Florida in the appropriate area.
- (3) Willing to be flexible in work schedule.
- (4) Resident of Flagler County preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of adult learning theory. Knowledge of policies and procedures related to adult education. Ability to communicate effectively orally and in writing. Ability to interact effectively with various constituencies in the context of cultural diversity. Knowledge of subject area content.

REPORTS TO:

Director, Adult Education

JOB GOAL

To provide appropriate activities and learning environment for adult learners.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Meet and instruct assigned classes in the locations and at the times designated.
- * (2) Plan and implement a program of study that meets the needs, interests, and abilities of students.
- * (3) Assist students in accomplishing course / program objectives.
- * (4) Establish an environment that is conducive to learning and active participation in learning activities.
 - (5) Assist in testing for placement in courses / programs.
- * (6) Monitor student progress and provide written progress reports as appropriate.
 - (7) Use a variety of techniques, materials, and media.
- * (8) Exercise necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- * (9) Maintain accurate and complete records in accordance with laws, rules, policies, and administrative regulations.
 - (10) Provide counseling to students on matters such as educational goals, educational programs and services, study techniques, and program requirements.
 - (11) Provide timely feedback to students on their assignments and assessment tasks.
 - (12) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

PART-TIME TEACHER (ADULT EDUCATION) (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 10

Flagler Schools Strategic Framework – Student & Community Engagement