



Lompoc Unified School District
1301 N A Street
Lompoc, CA 93436
Phone: 805.742.3300
Fax: 805.735.8452

Title: Lead Teacher, Adult Education

Reports to: Site Administrator or Designee

Work Year: 185 days

Employment Status: 1.0 Full Time Equivalent

Benefits: Eligible to participate in district medical, dental and vision insurance.

Salary: The Lead Teacher is paid according to the approved LUSD Certificated Salary Schedule.

Purpose of Position: Under the immediate direction of the site administrator or designee, as part of a secondary teaching assignment, teaches one or more classes to students in the area of adult education; plans and supervises the work of assigned paraprofessionals; assists in other programs as assigned.

Essential Functions:

- Teaches courses in adult education to secondary students utilizing the course of study adopted by the Governing Board and appropriate curriculum publications as guidelines in teaching individual course content.
- Assists students to develop competence in subject area.
- Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Actively supports the District English Language Development (ELD) and special education programs and participates in and instructs in the programs as assigned.
- Develops lesson plans and appropriate instructional aids; encourages students to develop their special talents.
- Demonstrates subject area concepts using models, white board, overhead projector, computer and/or other standard or teacher-prepared instructional materials.
- Provides opportunities for individualized and small group instruction to adapt the curriculum to the needs of each student.
- Designs learning activities that will relate the subject area to the real world.
- Establishes, maintains and supports standards of personal conduct and discipline in accordance with the current District discipline policy.
- Evaluates each student's progress in subject area knowledge and skills; assigns citizenship and scholarship marks.
- Maintains professional competence through in-service education activities provided by the District and/or in self-selected professional growth activities.
- Maintains an auditable record of student attendance and makes daily reports of student absences each period.
- Participates cooperatively with the appropriate administrator to develop the method by which performance will be evaluated in conformance with District guidelines.
- Selects and requisitions books, instructional aids and instructional supplies and maintains required inventory records.
- Communicates with staff and authorized individuals to discuss the individual student's progress.

Lead Teacher, Adult Education (continued)

- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- Supervises students in out-of-classroom activities during the assigned working day.
- Participates in curriculum and other developmental programs.
- Shares in the sponsorship of student activities as appropriate and participates in staff committees.
- Performs other duties as assigned, including special assignments during crises or emergency situations as determined by the Superintendent or designee.

Knowledge Of:

- Principles, theories, methods, techniques and strategies pertaining to teaching and instruction of secondary students.
- Child growth and development and behavior characteristics of the secondary student.
- Educational curriculum and instructional goals and objectives and the educational trends and research findings pertaining to student learning.
- Behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures. Socio-economic and cultural background differences of the school population.
- Technology including computers and computer programs.

Ability To:

- Plan, organize, develop and consistently deliver a comprehensive teaching and instruction program for secondary students.
- Provide effective learning experiences for students with a wide range of socioeconomic and cultural backgrounds and with varying mental, social and emotional levels.
- Discover and develop special talents of students in the field of math guiding them in developing standards of critical judgment of written and oral communications.
- Perform activities pertaining to related curriculum and instruction programs and innovative activities designed to enhance student educational opportunities and experiences.
- Communicate effectively in oral and written form using grammatically correct language.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain professional, cooperative and effective working relationships with students, parents and staff members.
- Display the use of good judgment in making decisions.
- Utilize technology and operate computers and computer programs. Perform the essential functions of the job.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- **Experience:** Successful completion of student teaching at a recognized college or university; participation in a recognized teacher intern program or successful classroom teaching experience, preferably in a secondary school setting.
- **Education:** Possession of a Baccalaureate or higher degree from an accredited college or university with emphasis in secondary education, instructional technology, a subject matter field commonly taught in the secondary grades or closely related field areas.

Other Requirements:

- **Condition of Employment:** Insurability by the District's liability insurance carrier.
- **Personal Qualities:** Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment and classroom performance of the teacher. Skill in written and oral expression which provide a desirable model for students.

Working Conditions & Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Environment:

- Classroom environment.
- Numerous interruptions.
- May work irregular and/or extended hours.

Physical Abilities:

- Hearing and speaking to accurately exchange information and make presentations.
- Seeing to read a variety of materials and monitor student work.
- Dexterity of hands and fingers to write and operate instructional equipment.
- Bending at the waist, kneeling or crouching to assist students.
- Ability to stand and circulate for extended periods of time.
- Sitting or standing for extended periods of time.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Licenses and Other Requirements:

- **Certification:** Possession of a valid California credential and CLAD or B-CLAD certification authorizing service as a teacher in grade level(s) and/or subject area(s) assigned.

FLSA Status:

Exempt

The District reserves the right to update, revise or change this job description and related duties at any time.

Board Approved: June 13, 2023