



**Lompoc Unified School District**  
1301 N A Street  
Lompoc, CA 93436  
Phone: 805.742.3300  
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**Title: Classroom Teacher – Adult Education**

**Reports to:** Adult Education Principal

**Work Year:** Lompoc Adult School operates in accordance with the LUSD academic calendar, but some assignments may be of a shorter duration.

**Employment Status:** Hours are part-time and vary depending on assignment.

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

**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 in the area of adult education; plans and monitors course content; may plan and supervise the work of assigned paraprofessionals; assists in other programs as assigned.

**Essential Functions:**

- Actively supports the District English Language Development (ELD) and special education programs and participates in and instructs in the programs as assigned 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 basic skills and an understanding of the structure of the subject area; motivates students to apply understanding and skills of the subject area in the solution of practical problems.
- 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 integration/main-streaming program and encourages the participation of students who qualify for the programs.
- Develops lesson plans and appropriate instructional aids stressing the subject area and learning methods; encourages students to develop their special talents in the field being studied.
- Provides opportunities for individualized and small group instruction to adapt the curriculum to the needs of each student.
- Works cooperatively with the counselor and staff in providing the best learning experience for each student. 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.
- Participates cooperatively with the appropriate administrator to develop the method by which performance will be evaluated in conformance with District guidelines.

#### Classroom Teacher – Adult Education (continued)

- Selects and requisitions books, instructional aids and instructional supplies and maintains required inventory records.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- 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.
- Educational curriculum and instructional goals and objectives and the educational trends and research findings pertaining to student educational programming.
- Behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures.
- Socio-economic and cultural background differences of the general school population.
- Technology including computers and computer programs.

#### **Ability to:**

- Plan, organize, develop and enthusiastically conduct a comprehensive teaching and instruction program for secondary students.
- Provide effective learning experiences for students with a wide range of socio- economic and cultural backgrounds and with varying mental, social and emotional levels.
- Effectively assess the educational needs of students and design, develop and implement sound individualized educational plans.
- Provide an attractive, inviting and stimulating learning environment.
- 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 programs 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:**

**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.

**Condition of Employment:**

Insurability by the District's liability insurance carrier.

**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.

- 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.
- Sitting or standing for extended periods of time.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.
- Classroom environment
- Numerous interruptions
- May work irregular and/or extended hours.

**Licenses and Other Requirements:**

**Desired Qualifications:**

- Bilingual in English and Spanish.
- Experience supporting adult learners.

**FLSA Status:**

Exempt

Board Approved: (01-75)

Revision Approved: October 10, 2023