



ADULT BASIC SECONDARY EDUCATION (ABSE) TEACHER

Revision Date:05/10/23

BRIEF DESCRIPTION OF POSITION

Under the supervision of the Adult School Principal or designee, the ABSE Teacher works with students in the Adult Basic and Secondary Education (ABSE) programs (High School Diploma, High School Equivalency, and Adult Basic Education), other ABSE teachers, counselors, the registrar, the testing center, office staff, and administration to ensure smooth progress of ABSE students from their initial enrollment to their completion of the program. Teachers need a clear understanding of the programs to guide and advise students as they support student transition to credit-bearing post-secondary education and/or training leading to career-path employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists and supports students in person or on-line with ongoing coursework in multiple subject areas.
2. Demonstrate general proficiency of all required HSD courses offered, including the five subjects covered on the HiSET exam.
3. Demonstrate general proficiency with HSD coursework and its associated learning platform to manage student accounts, assign new classes, monitor student work, grade student assignments and assess student progress.
4. Maintain student records and submit student grades when appropriate.
5. Demonstrate general proficiency with HSE preparation software to manage student accounts, assign work, evaluate and monitor student progress with recommendations.
6. Administer online and in-person classroom official HiSET practice tests.
7. Assist students with creating and updating necessary accounts for online learning and testing.
8. Recommend and record HiSET student vouchers when earned.
9. Monitor, evaluate and record caseload of students' study time, attendance and online work.
10. Maintain weekly contact with caseload of students in person, virtually, by email or by phone; document classroom records of contacts and progress in the classroom for other teacher access.
11. Carry out onboarding activities for all new and returning students.
12. Administer an online learning platform to facilitate student/teacher interaction with the online/hybrid/hyFlex HSD/HSE programs providing access to students to assignments, links, apps/tools and videos relevant to the course of study.
13. Submit student drop requests to counselors.
14. Submit Student of the Month nominations to counselors.
15. Complete all tasks for graduates according to procedural guidelines.
16. Participate on appropriate committees, advisory groups and leadership teams as determined by the principal.
17. Performs basic attendance accounting as required.
18. Perform other duties as appropriate and may be assigned.

REQUIREMENTS

- CREDENTIAL:** Adult Education Teaching Credential: Elementary or Secondary Basic Skills; Multiple Subject Credential or Single Subject Credential or Special Education
- WORK YEAR:** Adult School Teacher Work Year, (Split Shift) Monday to Thursday, 8:30 AM to 12:30 PM and 3:30 - 8:30 PM, Friday, 8:30 AM -12:30 PM
- SALARY:** Adult Education Teacher Salary Schedule
- EXPERIENCE:** Five years of teaching experience.
- DESIRABLE:** Bilingual