

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Adult Education Teacher **DATE:** May 21, 2003
REVISED: August 13, 2014

REPORTS TO: Adult Education Program **APPROVED BY:** Board of Directors
Administrator

JOB SUMMARY: Provide instruction that will improve skills and competencies in speaking, reading, arithmetic, writing, and GED preparations. The adult education program represents for the adult learner a practical means of beginning and ongoing process of growth and fulfillment. The program's purpose is to "improve educational opportunities for adults who lack the entry level of literacy skills requisite to effective citizenship and productive employment." (Public Law 100-297 Sec 311.)

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assist in a team approach with the Administrator/Case Manager in program orientation, registration, form completion, and educational plan development for each student.
2. Establish a safe and effective learning environment which contributes to the fulfillment of need, stimulation of learning and communication, and student self-esteem.
3. Coordinate individual, small group and whole group instruction to assure the appropriate level of instruction based on needs of the learners and the class.
4. Orient new students to the class.
5. Maintain an educational plan for each student and promote active student involvement in classroom instruction.
6. Evaluate and select effective adult curriculum materials.
7. Inform students of expected commitment and program goals.
8. Participate in the selection of instructional materials and initiate requests for supplies, etc.
9. Maintain accurate, complete, and up to date records. Submit time, payroll, employee data, and student data forms in a timely manner.
10. Assist with program recruitment efforts and follow up on students who have poor attendance.
11. Attend staff meetings, staff development workshops, and leadership activities as provided for in the program plan and budget.
12. Confer with the program administrator and contributes to efforts for program improvement.
13. Establish and submit a schedule for class sessions. Report all departures from the established schedule to the students, program administrator and the site involved.

14. Assess and monitor learning using informal and formal assessment instruments and modify methods and curriculum as needed.
15. Perform other duties as assigned by the Adult Education Program Administrator.

QUALIFICATIONS:

- Bachelor degree in education required
- Pennsylvania teacher's certification required
- Must have valid driver's license
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending and twisting of the body required.
- Ability to lift and/or carry supplies and/or papers weighing, no more than 50 lbs.
- Ability to stand, walk, or move throughout the classroom for extended periods of time

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical classroom environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various school and office equipment
- Must appropriately handle confidential information

All Midwestern Intermediate Unit IV Adult Education Teachers will be employed as short-term, temporary employees, renewable annually based on satisfactory professional performance and program needs (July 1-June 30). The number of hours of work per week will be determined based upon enrollment and need.

Hourly compensation will be provided for these services as established by Midwestern Intermediate Unit IV.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)