

LYON COUNTY SCHOOL DISTRICT

Lead Adult Education Teacher

Job Group: General Education Services-Licensed

Classification: Certified

Terms of Employment: 200 / 204 Days

FLSA STATUS: EXEMPT

This is a salaried position assigned to the Licensed Employee Salary Schedule.

POSITION SUMMARY: As an instructor, the teacher will implement into daily student instruction appropriate educational curriculum based on the Nevada Academic Content State Standards and the Lyon County School District approved curriculum. The teacher will create and maintain an educational atmosphere that encourages effective student learning and supports school and District programs and goals.

As the Coordinator, the Lead Teacher is expected to assist the Director of Secondary Instruction, Curriculum, and Assessment (the Director) in the implementing, monitoring, adjusting, and improving of the State approved LCSD Adult Education Program as well as assist all centers with questions and issues.

This person will be expected to adhere to the LCSD Professional Standards for Licensed Employees as outlined in policy and the CBA and report directly to the Director of Secondary Curriculum, Instruction, and Assessment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

Teaching

1. Administer appropriate District Adult and GED curriculum, which conforms to District guidelines.
2. Prepare students to take the GED test and other needed test to obtain a diploma/GED.
3. Teach all Adult High School Diploma program credit classes.
4. Display knowledge of the 9th-12th grade curriculum and the ability to learn and teach the subject matter in areas outside the main fields (s) of licensure.
5. Attend and assist with graduation and GED recognition events.
6. Recommend courses of study, develop course outlines, and implement a modified version of the curriculum designed to provide an individualized path to earning a GED or Adult High School Diploma.
7. Evaluate and grade students' assessments and exams.
8. Create and maintain a positive, orderly, and academically focused instructional environment and ensure the opportunity for all students to learn in a respectful environment.
9. Develop and implement effective lessons using the LCSD lesson plan template.
10. Analyze student progress and provide individualized instruction and feedback.
11. Ensure compliance with special services such as IEP's and other related mandates and attend student educational placement meetings (IEP, 504, ELL).
12. Provide classroom management and discipline that ensures safety at all times.
13. Ensure compliance with assessment regulations and guidelines at all times.
14. Ability to appropriately handle stress and interact professionally and collaboratively with administration, staff, parents, and community.
15. Integrate technology into the instructional programs, curriculum, and lessons.
16. Monitor and report student academic progress using the district assigned tools and methods.
17. Participate in other job-related duties and activities related to the position as assigned.
18. Regular and consistent punctuality and attendance are essential functions of the job.

Coordinator

1. Assist in completion of State Applications and yearly up dates of the State approved LCSD Adult Education Program;
2. Organize, supervise, and monitor State testing;
3. Supervise the Examiner for the High School Equivalency Testing (If teaching you may not perform the duties of the examiner, but may assist examiner if there are equipment issues or difficulty not related to test content);
4. Create budget requests for all school sites and submit bills for payment;
5. Ensure that funds paid for High School Equivalency Exams are deposited in a timely manner;
6. Assist with providing professional development activities,
7. Assist all sites and the Director in their knowledge of District, State, and Federal policies;
8. Attend State meetings and Conferences as assigned by the Director;
9. Ensure that all data needed to complete the year-end report for the State is supplied to the Director in a timely fashion;
10. Create or implement advertisement for the program;
11. Work with High School principals and counselors to serve alternative education students or those 16-17 wishing to withdraw to take the High School Equivalency Exam;
12. Maintain relationships and technology necessary to offer State approved High School Equivalency Exams;
13. Troubleshoot basic problems with student computer lab, testing computer labs, and computerized learning with, when necessary, the assistance of either District IT Department or vendor support staff;
14. Build and maintain relationships with outside organizations such as Community Chest, Job Connect, community colleges, etc.;
15. Explain the program to interested guardians, potential students, school district personnel, and Nevada Department of Education personnel;
16. Help to resolve issues for staff and students
17. Prioritize multiple tasks.

POSITION EXPECTATIONS:

1. Demonstrate knowledge, skill, and ability to provide instruction in a secondary classroom.
2. Work cooperatively with students, guardians, peers, administration, and community members.
3. Guide the learning process toward achievement of curriculum and student goals.
4. Establish and communicate clear expectations for all students and staff.
5. Employ a variety of instructional techniques and strategies aligned with instructional objectives, to meet the needs of all students and staff.
6. Participate as collaborative member with other faculty and staff.
7. Maintain accurate and complete records as required by law and district policy.
8. Maintain and improve professional competence through continued education and in-service.
9. Communicate professionally and effectively in written, oral, and non-verbal terms.
10. Learn to efficiently use all computer programs for data tracking, learning, and testing; and learn standards of computerized testing security.
11. Remain up to date on policy: District, State, and Federal as it relates to adult education
12. Perform other job-related duties as may be assigned by the district administrator/supervisor.

POSITION REQUIREMENTS: Education and Training:
Bachelor's Degree from an accredited college or university.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education and be certified in Adult/Alternative Education.
2. Minimum of five (5) years successful classroom teaching experience at the high school, middle school, or elementary school level.
3. Must be able to pass the required tests by the Nevada vendors who administer the High School

Equivalency (HSE) test.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing		X		
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up To 50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				

Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____