

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FLAGLER TECHNICAL COLLEGE TEACHER (ADULT EDUCATION)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of subject area content. Knowledge of Policies and procedures related to adult education. Ability to communicate effectively orally and in writing. Ability to interact effectively with various constituencies in the context of cultural diversity. Knowledge of adult learning theory.

REPORTS TO:

Facilitator for Adult General Education

JOB GOAL

To provide appropriate activities and learning environment for adult learners.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Meet and instruct assigned classes in the locations and at the times designated.
- * (2) Plan and implement a program of study that meets the needs, interests, and abilities of students.
- * (3) Maintain responsibility for instruction & classroom management under the provisions of the Division of Adult Education.
- * (4) Maintain good communications & working relationships with appropriate staff, appropriate agencies and class site location staff.
- * (5) Assist students in accomplishing course / program objectives.
- * (6) Establish an environment that is conducive to learning and active participation in learning activities.
- (7) Monitor student progress and provide written progress reports as appropriate.
- * (8) Maintain accurate and complete records in accordance with laws, rules, policies, and administrative regulations.
- (9) Provide timely feedback to students on their assignments and practice tests.
- (10) Willing to be flexible in work schedule.
- (11) Participate in in-service training programs
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

TEACHER (ADULT EDUCATION) (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 10

Update 08/04/2022