

71.00

**SCHOOL DISTRICT OF BAKER COUNTY**

**JOB DESCRIPTION**

**TEACHER, (ADULT EDUCATION)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Valid teaching certificate.
- (3) Vocational work experience may be used in lieu of the academic degree for adult vocational teachers.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of adult learning theory. 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 subject area content.

**REPORTS TO:**

Director, Vocational, Adult, and Community 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) Assist students in accomplishing course / program objectives.
- \* (4) Establish an environment that is conducive to learning and active participation in learning activities.
- (5) Assist in testing for placement in courses / programs.
- \* (6) Monitor student progress and provide written progress reports as appropriate.
- (7) Use a variety of techniques, materials, and media.
- \* (8) Exercise necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- \* (9) Maintain accurate and complete records in accordance with laws, rules, policies, and administrative regulations.
- (10) Provide counseling to students on matters such as educational goals, educational programs and services, study techniques, and program requirements.
- (11) Provide timely feedback to students on their assignment tasks.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

**71.00**

**TEACHER (ADULT EDUCATION) (Continued)**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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**