

Position: C.L.A.S.S. Instructor**Classification:** Certificated**Reports to:** Department Administrator

SPECIFIC RESPONSIBILITIES**ACADEMIC TEACHER:**

1. Ability to teach adult basic education, secondary or alternative education, literacy or GED education.
2. Ability to develop creative curriculum and a daily/weekly lesson plan.
3. Resourceful in gathering and integrating relevant materials.
4. Knowledgeable of multicultural resources.
5. Strong commitment and love of working with youth at risk.
6. Skilled at generating and conveying new ideas.
7. Ability to generate enthusiasm and establish expectations.
8. Communicate love of learning in the subject area.
9. Maintain strong classroom management skills.
10. Possess a deep understanding of the learning needs and issues of young adults.
11. Maintains professional competence through participation in in-service education activities provided by the district and in self-selected professional growth activities.
12. Assessment and determination of educational needs of participants and have an education plan for each student.
13. Instructs pupils in citizenship, basic communication skills, and other general elements of the case of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district.
14. Ability to relate curriculum to construction.
15. Maintain individual files and student portfolios in an organized manner.

EDUCATION PROGRAM DEVELOPMENT:

1. Establish academic criteria for selection.
2. Identify curriculum, standards and materials.
3. Define competencies and assessment standards.
4. Set learning objectives.
5. Develop learning contracts and plans.
6. Design learning environment.
7. Prepare for job readiness.
8. Be familiar with and present materials designed to achieve basic academic and trade related competencies.

INSTRUCTION AND ASSESSMENT:

1. Prepare lesson plans.
2. Develop appropriate teaching materials and align methods with abilities and interest.
3. Teach to "at risk" students in a classroom setting and at job site.
4. Assess individual student progress and group process fairly and accurately.
5. Evaluate performance and giving feedback to students.
6. Coordinate with counselor, construction staff, and other staff.
7. Coordinate classroom with job site.

C.L.A.S.S. INSTRUCTOR, CONTINUED

MENTORING AND COUNSELING TRAINEES:

1. Respond to personal problems that affect schoolwork.
2. Help trainees deal with confidence and self-esteem issues.
3. Serve as a mentor to trainees.
4. Ability to accommodate “at risk” students.
5. Be accountable – become a positive role model.
6. Be consistent.

PROGRAM PLANNING AND MANAGEMENT:

1. Maintain simple/complex records; work cooperatively with staff, students and fellow workers.
2. Complete attendance and a variety of other reports.
3. Meet with staff for program planning.
4. Attend C.L.A.S.S. monthly “all staff” meetings.
5. Create an environment that is supportive and other related duties.

LEADERSHIP SKILL BUILDING:

1. Identify and develop leadership opportunities in the classroom.
2. Provide training to assist students in fulfilling leadership roles.
3. Develop and teach leadership competencies.

SUPERVISION EXERCISED AND RECEIVED:

Under the immediate direction of the site administrator.