

Amador County Unified School District or Office of Education Adult Education Coordinator/Teacher

DESCRIPTION OF PROGRAM:

The Amador County Unified School District provides educational programs and service to adults who have not completed their high school diploma.

Under the direct supervision of the Principal of Educational Options, the Adult Education Coordinator/Teacher will provide leadership and coordination in the ongoing development and improvement of the curriculum and instructional program. The Adult Education Coordinator/Teacher will operate within state curriculum frameworks and standards; and work toward the goal of helping adults complete their high school education, as well as coordination with county services, community colleges, the Capital Adult Education Regional Consortium.

ESSENTIAL JOB FUNCTIONS:

- Assumes responsibility for the development of the Adult Education Program.
- Interpret and evaluate high school/college transcripts to determine credit status of new students. Conducts intake interview and registration process of new and returning students. Determines an individual education plan and recommend appropriate classes for meeting graduation requirements.
- Design and implement curriculum and lesson plans focused on academic standards for group and individualized instruction in basic skills and core areas.
- Support implementation of both face to face and online curriculum components.
- Coordinate with staff to build quarterly schedules and the creation of both paper and online catalogs.
- Research “best practice” in andragogy and make recommendations for refinement.
- Assess individual students to determine present level of performance.
- Identifies barriers to the student’s educational progress, develops correcting instructional strategies, and/or refers student for internal or external professional services, as appropriate.
- Select and administer appropriate instructional materials and learning aids including the use of technology to individualize and enhance each student’s learning program.
- Create, organize and manage a safe and optimal learning environment appropriate to student needs.
- Evaluate students’ academic growth, keep appropriate records, and prepare progress reports.
- Responsible for the operation of attendance procedures and testing procedures.
- Builds and maintains community partnerships; attends meetings and conferences.
- Work closely with County Probation staff, social service agencies and administration.
- Serve as Adult Education student advocate.
- Works with staff to update adult education and course offerings.
- Responsible for expansion of the adult education program.

- Maintain professional competence through participation in in-service education activities provided by the ACUSD/COE, and/or self-selected professional growth activities as approved by supervisor.
- Maintain positive working relationships and communication with ACUSD/ACOE and district staff.
- Implement the vision, mission, policies, administrative regulations and practices of the Amador County Unified School District.
- Performs other duties as assigned.

KNOWLEDGE OF:

- Principles, theories, practices, methods and techniques used in curriculum development and instruction.
- Graduation requirements and college entrance policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations.
- Adult Education programs, classes, and requirements.
- Methods and strategies in working with at-risk students, and working with special needs students.
- Various learning assessment techniques and practices, evaluation and assessment techniques and instruments.
- Current state standards and framework pertaining to curriculum development and instruction design techniques and practices.

SKILLS AND ABILITIES:

- To plan, be well organized, self-motivated, and implement assigned responsibilities and to work well under pressure to meet deadlines.
- To relate well with students, establish and maintain positive working relationships with other employees at all levels.
- To manage interpersonal conflict situations requiring tact, diplomacy, and discretion.
- To participate as a team member, and have the ability to understand and interpret rules and regulations, and the ability to adjust to change with a positive attitude.
- To have the ability to prepare and analyze financial statements and reports.
- To manage budget and assist in the development within budget guidelines.

QUALIFICATIONS:

- Bachelor's Degree, or higher, from an accredited college or university.
- Valid California Credential or license authorizing service in grade levels and areas assigned.
- Currently possesses or obtain and maintain a valid Designated Subjects Supervision and Coordination Credential or equivalent, or California Administrative Services Credential.
- Successful teaching experience, desired at multiple grade levels, totaling at least five years.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk and/or hear. The employee frequently is required to walk or sit. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and or move up to 25 pounds. Work conditions may include exposure to fumes, dust, odors, cleaning agents and chemicals. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee must be able to see and read a computer screen and printed matter with or without vision aids. The employee must also be able to hear and understand speech at normal indoor and outdoor levels, and on the telephone.

LICENSE REQUIRED:

A valid and appropriate California driver's license.

SALARY:

Appropriate placement on the Amador County Unified School District 193 Day Certificated Schedule