

Adult Education Hourly Teacher

Brief Description of Position:

•Develop and presents lessons to students; evaluates student progress; maintains proper classroom control and learning environment; assist in curriculum development.

Major Duties and Responsibilities:

- Develops and presents lessons that demonstrate and preparation which are consistent with the approved course of study.
- Develops and presents lessons where performance objectives/competencies are understood by the student and are supportive of district goals.
- Evaluates student progress based primarily on achievement of performance objectives/competencies.
- Uses a variety of instructional techniques and materials which are appropriate to the course and to adult students.
- Maintains current and accurate records of student attendance and progress.
- Demonstrate and promotes punctuality.
- Participates with fellow staff members in the development and implementation of curriculum and instruction.
- Keeps up to date in subject area and continually works for the improvement of instructional techniques.
- Adheres to approved course of study policies and procedures.
- Attends and participates in program and district meetings.
- Supervises the proper use of equipment and facilitates with the student's safety in mind.

Other Duties and Responsibilities:

- Treats students with courtesy and respect.
- Demonstrate an awareness of student's social psychological, emotional and academic needs.
- Shares ideas, techniques and materials as appropriate with other staff members.
- Demonstrates willingness to offer and receive suggestions.
- Cooperates in the use and care of all equipment and materials.
- Maintains current knowledge of available instructional materials.
- Keeps informed of social, political and economic development in the school district community.
- Demonstrates an awareness of the socioeconomic and ethnic makeup of the community.
- Has knowledge of the functions of the various community agencies including referral services.
- Actively participates in school/community related organizations.
- Promotes community responsibility among students.
- Helps to inform the community of the services and educational opportunities available through adult education.

Supervision Exercised or Received:

- Under general supervision of director or designate.

Minimum Qualifications:

- Appropriate California teaching credential.

Salary: Appropriate placement on the Amador County Unified School District Adult Education Salary Schedule