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

Board Approved: 04/13/2016