

# SCHOOL DISTRICT OF ALACHUA COUNTY

## TEACHER, ADULT EDUCATION

### JOB DESCRIPTION

FLSA: Exempt BARGAINING UNIT: Yes  
 ELIGIBILITY:  
 SALARY SCHEDULE: Instructional

#### QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution.
- (2) Certified or qualified in accordance with Florida Statutes and State Board Rules.
- (3) Meet Federal Highly Qualified Guidelines as applicable.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the prescribed curriculum. Knowledge of current educational research. Knowledge of the Code of Ethics and Principles of Professional Conduct. Basic understanding and knowledge of use of current technology. Knowledge of learning styles and skill in using varied teaching methods to address adult student learning styles. Skill in oral and written communication. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of adult student achievement effectively, analyze test results and prescribe actions for improvement. Ability to work effectively with peers, administrators and others.

#### REPORTS TO:

Principal or designee

#### JOB GOAL

To provide an atmosphere that promotes the education of adult students in accordance with district, state, and federal standards.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Plan, prepare, and conduct a variety of learning activities considering students' learning styles and special needs in order to enhance the application of critical, creative and evaluative thinking capabilities of students.
- \*(2) Select, develop, modify and/or adapt materials, technology and resources to support learning objectives and address students' learning styles and special needs.
- \*(3) Create or select goals and objectives for unit and daily plans based on a review of district and state curriculum priorities, student profiles and instructional priorities.
- \*(4) Identify specific intended learning outcomes which are challenging, meaningful and measurable.
- \*(5) Apply principles of learning and effective teaching in instructional delivery.
- \*(6) Maintain academic focus by using a variety of motivational techniques.
- \*(7) Provide quality work for students which is focused on meaningful, relevant and engaging learning experiences.
- \*(8) Sequence content and activities appropriately.

## TEACHER, ADULT EDUCATION (Continued)

- \* (9) Maintain instructional momentum with smooth and efficient transitions from one activity to another.
- \* (10) Provide instruction on safety procedures and proper handling of materials and equipment.
- \* (11) Assist students in assessing, interpreting and evaluating information from multiple sources.
- \* (12) Encourage self-assessment by students and assist them in developing plans for improving their performance, as appropriate.
- \* (13) Monitor learning activities and provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
- \* (14) Evaluate the effectiveness of instructional units and teaching strategies.
- \* (15) Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- \* (16) Develop and use ongoing assessments to monitor student progress to verify that learning is occurring to adjust curriculum and instruction.
- \* (17) Administer tests, including standardized tests, in accordance with directions provided, including proctoring and secure handling of materials.
- \* (18) Communicate high learning expectations for all students.
- \* (19) Foster student responsibility, appropriate social behavior, integrity, appreciation of cultural diversity, and respect for self and others by role modeling and learning activities.
- \* (20) Communicate effectively, orally and in writing, with other professionals, students, and community.
- \* (21) Provide accurate and timely information to students about academic and behavioral performance of students.
- \* (22) Write or participate in the formation of student IEP or 504 Plans or any other learning plans based on individual student needs.
- \* (23) Establish routines and procedures and encourage students to follow them consistently.
- \* (24) Establish and maintain appropriate discipline and effective behavior management techniques.
- \* (25) Demonstrate positive interpersonal relationships with students, peers, supervisors, and school/community.
- \* (26) Collaborate with students, school staff and other appropriate persons to assist in meeting student needs.
- \* (27) Work with other teachers in curriculum development, special activities and sharing ideas and resources.
- \* (28) Demonstrate knowledge and understanding of curriculum content.
- \* (29) Engage in continuing improvement of professional knowledge and skills, including instructional methodology, learning theory, curriculum trends and content.
- \* (30) Develop and implement a Professional Development Plan annually in accordance with state and district requirements.
- \* (31) Demonstrate punctuality and regular attendance.
- \* (32) Assist in enforcement of school rules, administrative regulations and Board policy.
- \* (33) Comply with policies, procedures and programs.
- \* (34) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- \* (35) Maintain professional appearance in dress and grooming.
- \* (36) Establish and maintain a positive, safe and non-threatening learning environment in which students are encouraged to be actively engaged in the learning process.

## TEACHER, ADULT EDUCATION (Continued)

- \*(37) Support school improvement initiatives by active participation in school activities, services and programs.
- \*(38) Manage materials and equipment effectively.
- \*(39) Instruct and supervise the work of volunteers and aides when assigned.
- \*(40) Supervise students at all times to ensure a safe and orderly environment.
- \*(41) Maintain a clean, attractive and organized learning environment.
- \*(42) Maintain accurate and complete records in accordance with District procedures.
- \*(43) Maintain confidentiality of student and other professional information.
- \*(44) Maintain student grade, attendance, and conduct records in accordance with established procedures.
- (45) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Addendum No. 03

Adopted: 7/20/10