

NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position Title: **Adult Education Instructor**
Salary: Current Certificated Adult Education Hourly Rate
Reports to: Director, 21st Century Learning & Innovation or Designee

SUMMARY:

Under the supervision of the Director of 21st Century Learning & Innovation or designee, the instructor will provide instruction to adult students 18 or older. Specific focus areas may include, but are not limited to, English as a Second Language, Citizenship and Civics, GED/High School Equivalency, Diploma Plus, and/or Computer Technology Skills.

To perform a job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Conduct classes, workshops, and demonstrations to teach principles, techniques, or methods in subjects such as basic English language skills, life skills, Citizenship and Civics, high school equivalency courses, and workforce entry skills.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Adapt teaching methods and instructional materials to meet students varying needs, abilities, and interests.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Guide and counsel students with adjustment and/or academic problems, or special academic interests.
- Report any violations of school rules, regulations and safety hazards.
- Maintain accurate and complete student records as required by laws or administrative policies.
- Observe and evaluate students' work to determine progress and make suggestions for improvement.
- Observe students to determine qualifications, limitations, abilities, interests, and other individual characteristics.
- Prepare students for further education by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Review instructional content, methods, and student evaluations to assess strengths and weaknesses, and to develop recommendations for course revision, development, or elimination.
- Participate in publicity planning, community awareness efforts, and student recruitment.
- Register, orient, and assess new students according to standards and procedures.
- Train and provide work direction / guidance to assigned Instructional Assistants and/or volunteers, if applicable.

- Maintain records regarding attendance; provide input regarding changes and additions to daily school list; review and update student files.
- Design and implement standards-based curriculum and lesson plans for individualized and group instruction in basic core areas according to State guidelines; instruct in multiple subjects as assigned.
- Submit required paperwork in a timely manner, e.g., miscellaneous time sheets, course outlines, lesson plans, etc.
- Supervise all equipment, including technology devices, and classroom(s).
- Participate in meetings regarding curriculum, policies, and special projects as assigned; attend staff meetings; maintain current knowledge of laws, rules and regulations related to adult education.
- Provide instruction to students with special needs in accordance with IEP utilizing support services as appropriate; participate in IEP meetings as appropriate.
- Communicate with the Director of 21st Century Learning & Innovation or designee, other teachers, and other administrators to discuss student progress, exchange information, coordinate activities and resolve issues and concerns.
- Enforce and report any violations of school rules, regulations and safety hazards.
- Maintain adequate inventory levels of supplies; order materials as necessary.
- Other related duties as assigned.

REQUIRED QUALIFICATIONS

Education and Experience

- Possess a valid and appropriate teaching credential, with the prerequisite education.
- Experience and/or training in teaching basic literacy skills.

Knowledge of:

- Curriculum that is to be taught.
- Effective classroom management techniques.
- Methods and strategies in working with adult students.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Communicate effectively in English, both orally and in writing.
- Understand special problems of adult students while holding high expectations for their success.
- Make appropriate use of instructional time and maintains an appropriate physical environment.
- Stimulate and motive students to learn.
- Interact with and maintain cooperative relationships with all levels of staff and the public.
- Meet schedules and timelines.
- Work independently with appropriate direction.
- Analyze situations accurately and adopt an effective course of action.
- Use technology and computer software applications appropriate to the work environment.
- Function effectively in a multi-cultural setting.
- Demonstrate leadership qualities.
- Flexibility with changes in schedules and work sites.
- Demonstrate ability to work cooperatively with adult school and other agency personnel.

- Familiarity with the uses of technology for instruction.
- Demonstrate ability to create innovative teaching strategies for non-traditional settings.

DESIRABLE QUALIFICATIONS

- Previous experience working with at-risk students and/or adults.
- Ability to communicate effectively in Spanish and English, both orally and in writing.
- Experience working with adults and/or high school students aged 16 and over.
- Knowledge of policies and objectives of Adult Education.
- Knowledge of applicable sections of the State Education Code and other applicable laws.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines (including computer, computer projector, etc.); vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, from school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate.

Board Approved: July 21, 2016