

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: TEACHER

CLASSIFICATION: STUDENT SUPPORT SERVICES

JOB TITLE: TEACHER – ADULT EDUCATION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, provide education opportunities and instruction to adult students and eligible youth.

REPRESENTATIVE DUTIES:

Design and implement curriculum and lesson plans for individualized and group instruction in basic core areas according to State guidelines; instruct in multiple subjects and electives as assigned. **E**

Evaluate student performance and prepare assignments for each student for the following day; maintain student records and grades; test and evaluate students. **E**

Maintain records regarding attendance; provide input regarding changes and additions to daily school list; review and update student files. **E**

Participate in meetings regarding curriculum, policies, task forces and special projects as assigned; attend staff meetings; maintain current knowledge of laws, rules and regulations related to adult education. **E**

Communicate with the Assistant Superintendent, teachers, counselors and other administrators to discuss student progress, exchange information, coordinate activities and resolve issues and concerns. **E**

Coordinate and assist in special programs such as field trips, special events and parties. **E**

Train and provide work direction and guidance to assigned Instructional Assistants. **E**

Maintain adequate inventory levels of supplies; order materials as necessary. **E**

Prepare a variety of reports for the community agencies, administration and others. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procedures regarding discipline, security and student movement in the facility.

Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.

Classroom procedures and appropriate student conduct.

Principles of training and providing work direction.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of the State Education Code and other applicable laws.

Research methods and report writing techniques.
Methods and strategies in working with adult students.
Policies and objectives of Adult Education.

ABILITY TO:

Create and maintain a pleasant learning environment.
Understand special problems of adult students while holding high expectations for their success.
Monitor and evaluate student progress.
Train and provide work direction to others.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Compile and verify data and prepare reports.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and teacher certification as required for the program.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment
Constant interruptions

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and assist students in instructional activities
Seeing to read a variety of materials
Dexterity of hands and fingers to operate a variety of instructional equipment
Sitting or standing for extended periods of time
Bending at the waist, kneeling or squatting to assist students with activities
Reaching overhead, above the shoulders and horizontally to retrieve and store materials
Driving a vehicle to various sites and meetings
Lift and carry objects weighing up to 25 pounds

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases
Potential for confrontation with dissatisfied persons

Employee Group: Certificated - Unrepresented
FLSA Status: Exempt

Salary Schedule: 718
Approval Date: March 2016