

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

TITLE                      Adult Education Teacher

#### REQUIRED QUALIFICATIONS

**EDUCATION:**      Valid California credential authorizing service as a teacher on the assigned level and in assigned subject areas.

**SKILLS:**            Ability to establish and maintain cooperative and effective working relationships with students, staff, and administrators.

Skills in motivating students, communicating with individuals from varied educational and cultural backgrounds, directing support personnel, evaluating performance.

Knowledge of age appropriate teaching methods, state curriculum standards, California Standards for the Teaching Profession.

Ability to perform a variety of specialized and responsible tasks, maintain records, meet schedules and deadlines.

#### BRIEF DESCRIPTION OF POSITION

Provides an educational program for adult students to facilitate student success in academic and interpersonal skills through a course of study implementing an approved curriculum; documents teaching and student progress/activities, outcomes; addresses specific needs of students; provides feedback to students, parents, and administration.

#### ESSENTIAL JOB FUNCTIONS

- Facilitates students' learning for the purpose of improving their success in academics and interpersonal skills through a defined course of study addressing state standards.
- Develops lesson plans for the purpose of implementing a state and school approved curriculum.
- Prepares teaching materials for the purpose of implementing lesson plans.
- Implements lesson plans for the purpose of addressing specific needs of students.
- Prepares various reports e.g. progress reports, grades, attendance records, accountability records for the purpose of documenting teaching and student progress.
- Advises students of their progress for the purpose of reinforcing areas and methods for improvement and/or defining expectations.
- May assist in the selection of books, instructional supplies and equipment, and maintains required inventory records.
- Administers standardized tests in accordance with school, District, and state testing programs and records the results.
- Assesses and evaluates students' academic growth and keeps appropriate records in accordance with school, District, and state policies and procedures.
- Maintains open lines of communication with students concerning both academic and behavioral progress.
- Arrives on time and conducts class for the entire scheduled session.
- Identifies pupil needs and works with other professional staff members in assessing and helping pupils solve learning problems.

- Utilizes assessment data to determine mastery of standards, reteaching needs, and subsequent instructional decisions.
- Utilizes appropriate and available technology to teach and reinforce specific concepts.
- Establishes a rapport with students that creates a safe environment conducive to learning and affirms the dignity of students.
- Establishes and maintains standards of behavior needed to provide a productive classroom environment.
- Assists other teachers to implement curriculum.
- Reports incidents e.g. fights, suspected child abuse, suspected use of alcohol and or controlled substances, etc. for the purpose of maintaining student safety, a positive learning environment and adhering to Education Code, District, and/or school policies.
- Reviews and revises curriculum on a regular basis to ensure that students receive relevant and current information that assists them in attaining any and all of the four primary goals of adult life: 1) productive community member, 2) productive worker, 3) effective family member, 4) lifelong learner.
- Participates in ongoing systematic program evaluations.
- Assesses instructional supply and equipment needs and notifies Chairperson or Principal.

#### OTHER JOB FUNCTIONS

- Networks with other teachers and school personnel to improve the quality of student outcomes, developing solutions, planning curriculum, and/or providing information.
- Participates in inservice/staff development programs in order to meet professional growth, state/district/credential requirements.
- Communicates effectively with staff and administration.
- May plan and coordinate the work of paraprofessionals and/or volunteers.
- Maintains proficiency in the operation of available resource equipment.
- When necessary, registers students in class and collects fees for supplies and books.

#### PHYSICAL REQUIREMENTS

Significant physical abilities include standing and walking for extended periods, lifting/carrying, crouching, reaching/handling/feeling, talking/hearing, near and far visual acuity/depth perception/visual accommodation/color vision/field of vision.

#### OTHER REQUIREMENTS

TB test clearance; Department of Justice fingerprint clearance.