



February 2023
Revised Job Description
Board Approval: March 13, 2023

Adult Education Teacher

Definition

Under the direction of the Administrator of the Adult Education Program, the Adult Education Teacher will provide a learning program that is designed to assist students to make optimum progress toward the attainment of District goals, certifications, and be college and/or career ready.

Essential Duties and Responsibilities

- Provide educational support in academic, Vocational/CTE and/or community-based subjects to one or more classes of students and/or adults; assure programs and related learning activities comply with an established curriculum, standards, requirements, laws, and regulations.
- Provide all students and/or adults opportunities to gain high-level learning and knowledge to ensure all are eligible and prepared for college and/or career.
- Provide a learning environment of engagement that fosters innovative, positive environments inside and outside of the classroom to connect students to school learning.
- Implement innovative, research-based programs and practices to ensure the highest level of achievement for all students.
- Develop, implement, and present lesson plans according to established curriculum standards and requirements; coordinate and oversee student drills, practices, and assignments in the classroom.
- Review, analyze, and integrate required instructional materials with lesson plans and learning activities; modify instructional materials to adapt to student needs as appropriate.
- Evaluate student performance and progress; administer and score performance-based benchmark exams; adjust activities and materials to meet student skill levels and progress.
- Distribute and collect student assignments; develop, prepare, and administer tests and assignments; record grades and maintain students' records and files.
- Attend and participate in various meetings, in-services, and professional development as required.
- Provide and maintain a safe, clean, orderly classroom environment to support student learning.
- Perform other duties as assigned.

Required Qualifications

- Appropriate/valid teaching credential, certification, or experience in the trade.

Preferred Qualifications

- Teaching experience in Adult Education.
- Bilingual - Spanish or Mandarin.

Knowledge of

- Adult Education standards, requirements, interpretation, and application in instruction.
- Safety practices, methods, and procedures of the field.
- Subject matters through additional training, workshops, meetings, and professional development for techniques and professional standards in the field or related fields.
- Equipment and tools used in the classroom.
- Classroom budgets and the ability to distribute resources equitably based on student needs.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of assigned students.
- Policies and objectives of assigned programs and activities.
- Record-keeping and report preparation techniques.

Ability to

- Guarantee all students are eligible and prepared for college and careers upon completion of the program.
- Create and maintain a highly organized classroom and instructional program.
- Work and communicate well with students, staff, and community.
- Operate a variety of office and classroom equipment including but not limited to a computer and assigned software; copier; various audio-visual equipment, and trade equipment as required.
- Create a school-wide program of engagement that fosters innovative, positive environments inside and outside of the classroom to connect students to school learning.
- Maintain a safe, clean, and appropriate environment to support student learning.
- Engage families and the community to increase student success.
- Work independently; meet schedules and timelines.
- Maintain student records and files.
- Interpret and apply applicable laws, codes, rules, regulations, policies, and procedures.

**This position will be paid hourly, 180 work days per year.
Any days and/or hours beyond the 180-day work year will be calculated and paid as extra hourly.**

Salary Range G-01, based on experience