

TEACHER, ADULT EDUCATION (FT)

SCHOOL DISTRICT OF WAKULLA COUNTY

TEACHER, ADULT EDUCATION (FT)

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor’s degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to design and implement an instructional program to meet the needs of target populations. Knowledge of adult learning theory. Ability to work cooperatively and collaborate with a variety of students, staff, community agencies and organizations. Skill in handling problems, concerns and emotional distress with sensitivity and tact. Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyzes test results, and prescribes actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Adult/Community Education Program and Second Chance School Principal

JOB GOAL

To provide an educational experience in which adult or young adult students move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- * (1) Create or select long-range plans based on a review of district and state content standards, student profiles, instructional priorities and appropriate lesson design questions.
- * (2) Define learning goals with rubrics and objectives for unit and daily plans.
- * (3) The teacher’s lesson and unit plans demonstrate knowledge of the content, prerequisite relationships between important concepts, instructional strategies specific to the subject matter, and organizes strategies and activities in an appropriate sequence.

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- * (4) Identify specific intended learning outcomes that are aligned with the district and state content standards so that students are prepared for high stakes testing. Revise plans based on student needs.
- * (5) Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
- * (6) Develop or select instructional activities which foster active involvement of students in the learning process.
- * (7) Plan and prepare lessons and instructional strategies that require students to engage with rigorous and demanding content that aligns with district and state content standards.
- * (8) Select, develop, modify, and/or adapt materials and resources especially technological resources, which support learning objectives and the varying needs of students.

Classroom Management

- * (9) Establish and maintain a positive, organized, and safe learning environment.
- * (10) Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- * (11) Maintain a clean attractive learning environment.
- * (12) Maintain academic focus by using a variety of motivational techniques.
- * (13) Establish and use behavior management techniques which are appropriate and effective.
- * (14) Establish routines and procedures and work with students on consistently following them.
- * (15) Create a learning climate that is challenging yet non-threatening.
- * (16) Maintain instructional momentum with smooth and efficient transitions from one activity to another.
- * (17) Establish and maintain effective and efficient record keeping procedures.
- * (18) Manage time effectively.
- * (19) Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
- * (20) Manage materials and equipment effectively.
- * (21) Organize materials for efficient distribution and collection.
- * (22) Instruct and supervise the work of volunteers and aides when assigned.
- * (23) Assist in enforcement of school rules, administrative regulations, and Board policy.

Assessment/Evaluation

- * (24) Establish appropriate testing environment and administer standardized tests in accordance with directions provided to ensure test security.
- * (25) Develop and use diagnostic assessments prior to instruction.
- * (26) Use on-going assessments to monitor learning and adjust instruction.
- * (27) The teacher routinely tracks student progress on learning goals using a variety of formative approaches to assessment.
- * (28) Feedback to students provides recognition of their current status and knowledge gain relative to learning goals with a focus on improving student performance.
- * (29) Communicate, in understandable terms, individual student progress knowledgeably and responsibility to the student, parents, and professional colleagues who need access to the information.
- * (30) Encourage goal setting by students and assists them in developing and then monitoring their plans for improving their academic performance.
- * (31) Communicate, post, explain lesson expectations so students understand what is expected.
- * (32) Evaluate the effectiveness of instructional units and teaching strategies.

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Student Instructional Engagement

- *(33) Demonstrate knowledge and understanding of curriculum content.
- *(34) Communicate high expectations for learning for all students.
- *(35) The teacher provides clearly stated learning goals accompanied by scales or rubrics that describe levels of performance relative to the learning goal.
- *(36) Monitor learning activities, providing feedback and reinforcement to students.
- *(37) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- *(38) Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of students.
- *(39) The teacher engages students in activities that help them link what they already know to new content about to be addressed and facilitates these linkages.
- *(40) Assist students in accessing, interpreting, and evaluating information from multiple sources.
- *(41) Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
- *(42) Provide quality work for students which is focused on meaningful, relevant, and engaging learning experiences.
- *(43) The teacher organizes the class in such a way as to facilitate students working on complex tasks that require them to generate and test hypotheses.
- *(44) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others, by role modeling and learning activities.
- *(45) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.

Technology

- *(46) Use appropriate technology in instructional delivery.
- *(47) Use technology to establish an atmosphere of active learning.
- *(48) Provide students with opportunities to use technology to gather and share information with others.
- *(49) Facilitate student access to the use of electronic resources.
- *(50) Explore and evaluate new technologies and their educational impact.
- *(51) Use technology to review student assessment data.
- *(52) Use technology for administrative tasks.

Collaboration

- *(53) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- *(54) Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student needs.
- *(55) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- *(56) Work with other teachers in curriculum development, special activities, and sharing ideas and resources.
- *(57) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

Professional Learning

- *(58) Engage in continuing improvement of professional knowledge and skills.

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- *(59) Assist others in acquiring knowledge and understanding.
- *(60) Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.
- *(61) Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignment.
- *(62) Participate in school data collection of teacher input on principal's performance assessment program.

Professional Responsibilities

- *(63) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- *(64) Perform assigned duties including the accurate and timely filing of all reports.
- *(65) Demonstrate attention to punctuality, attendance, records, and reports.
- *(66) Maintain confidentiality of student and other professional information.
- *(67) Comply with policies, procedures, and programs.
- *(68) Exercise appropriate professional judgment.
- *(69) Support school improvement initiatives by active participation in school activities, services, and programs.
- (71) Perform other incidental tasks consistent with the goals and objectives of this position.

Student Growth and Achievement

- *(72) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

*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 District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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