

Adult Education Teacher

FLSA Status: Exempt

Created: May 2022

DEFINITION: The teacher will implement into daily student instruction, appropriate educational curriculum. The teacher will create and maintain an educational atmosphere that encourages effective student learning and supports school and district programs and goals. This teacher will provide instruction in academic subjects to adult students who have not achieved a high school diploma.

RESPONSIBLE TO: Administrator of Adult Ed/Distance Ed.

TERMS OF EMPLOYMENT: see Article 16 of Certified Contract

PAY RATE: Certified Teacher Salary (see Appendix A of Certified Contract)

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

1. Administer appropriate district curriculum which is aligned with Nevada State standards and conforms to district guidelines.
2. Responsible for teaching Adult Basic Education, Pre-HiSet and HiSet courses using instructional methods geared toward the adult learner in a classroom setting.
3. Plan lessons and curriculum based on the learning needs of culturally diverse and multi-skill level students which prepare students to pass the HiSet tests and/or enhance basic education skills
4. Display knowledge of the 9th - 12th grade curriculum and the ability to learn and teach the subject matter in areas outside the main fields of licensure.
5. Ensure compliance with special serves such as IEPs and other related mandates and attend student education placement meetings (IEP, 504)
6. Perform all classroom administrative functions in a timely manner for accountability purposes.
7. Maintain a well-managed, comprehensive instructional environment.
8. Provide appropriate and effective direct classroom instruction to adult students including preparing, maintaining, and assessing personal education plans (PEPs) for each student.
9. Evaluate and grade students' class work, assignments, and papers.
10. Analyze student progress and provide appropriate instruction.
11. Monitor and report student academic progress using the district assigned tools and methods.
12. Input and update student information systems for grades, plans, and required information.

13. Ensure assessment regulations and guidelines are followed at all times.
14. Facilitate the intellectual development of students.
15. Plan and implement effective lessons; using time, materials and resources effectively.
16. Motivate students through effective communication and timely evaluative feedback..
17. Work professionally, and interact respectfully with adult education and correctional staff.
18. Participate in on-going professional development either self-identified or a work related improvement goal(s)
19. Comply with the code of ethics of the teaching profession. (Code of ethics can be found in LCSD policy)

QUALIFICATIONS FOR EMPLOYMENT: Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Educational theory and teaching practices;
- Principles and methods for curriculum and training design;
- Teaching and instruction principles for individuals and groups;
- Measurement of training effects; and
- Board rules and district policies.

Skill to:

- Prepare course materials, homework assignments, and handouts through the use of online software platform resources such as Acellus, Edgenuity or Odysseyware.
- Communicate effectively both written and orally;
- Participate as a member with other faculty and staff;
- Follow outlined plans in emergency situations; and
- Establish and communicate clear objectives for all lessons, units, and projects.

Ability to:

- Work in person in a prison environment or remotely at an offsite location.
- Adhere to a non traditional teacher work schedule. The work schedule will be dependent on Correctional Camp needs and on Adult Education Students needs. This schedule may include Fridays and some evening hours along with adjusted instructional hours to best meet the needs of students.
- Provide instruction and counseling to adult students and/or inmates
- Provide individual and group instruction and education counseling
- Work cooperatively with other education staff
- Guide the learning process toward achievement of curriculum goals;
- Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students;

- Maintain accurate and complete records as required by law and district policy; and
- Maintain and improve professional competence.

Required Certifications and Licenses:

- Must possess and maintain a current Nevada Teaching License issued by the Nevada Department of Education that covers grades 7-12 or Adult/Alternative Education.
- License must possess or a willingness to obtain an Adult/Alternative Endorsement.
- Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
- Bloodborne Pathogen and Universal Precaution Training

Experience and Training:

Bachelor's degree from an accredited college/university with major coursework in education or a related field.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials.

Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from

moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Evaluation:

Position will be evaluated in accordance to NRS 391.3125 and/or 391.3127

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

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