



ADULT EDUCATION TEACHER (Hourly)

DEFINITION

Responsible for instruction in all levels of ESL and GED, literacy, basic skills, adult secondary skills, GED test preparation including all subject areas (writing skills, social studies, interpreting literature and the arts, and mathematics)

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepares student monthly reports; maintains student daily records; monitors and records student progress using formal and informal methods.

Participates in the Orientation, Registration and Assessment process; monitors and records student progress using formal and informal methods.

Completes annual professional development requirements established by the Irvine Adult School.

Participates in required meetings and workshops.

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of various effective teaching techniques.

Effective classroom and individual communication techniques.

All levels of ESL, literacy, basic, adult skills, and test preparation.

Maintaining confidentiality of work related information and materials.

Ability to maintain an established work schedule, including evenings and weekends.

Must be sensitive to student population, flexible, and be able to follow policies and procedures.

Demonstrated effective communication and interpersonal skills.

Effective organizational and planning skills. Computer Skills Required

Demonstrated proficiency using personal computers and standard office software, including spreadsheet and word processing

QUALIFICATIONS GUIDE

CREDENTIAL:

Valid California Credential or license authorizing service in grade levels and areas assigned.

EDUCATION:

Bachelor's degree, including all courses to meet credential requirements.

EXPERIENCE:

Student teaching, internship, or full-time teaching experience.

PERSONAL QUALITIES:

Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Above-average recommendations from student teaching supervisors and other professionals who have observed the characteristics, scholastic attainment and classroom performance of the teacher.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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