

Job Title: Adult Education Teacher for Southwest High
Department: Southwest High School
Reports To: SWHS Administrator
FLSA Status: Exempt
Salary Schedule: SW lane 00



SUMMARY

Under the direction of the Southwest High School Administrator, instructs out-of-school youth and adults in academic adult high school courses by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assembles material to be presented in accordance with adult education goals, guidelines, and directives.

Provides individualized instruction to students to increase knowledge or to advance educational competence.

Administers standardized assessments for placement or academic advancement purposes.

Assists with orientation process, academic advisement, completion of SEOP and intake documents.

Maintains accurate attendance, grading, testing, and other educational and demographic records.

Teaches all core secondary subject areas and electives, GED Test preparation, and basic literacy courses consistent with USBE Core Curriculum.

Assists students with computer assisted learning.

Facilitates effective partnership agreements with community agencies.

Communicates in a supportive manner with students, parents, staff, faculty, and community members.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to instruct students in upper levels of secondary math including Secondary Math 1, 2 and 3.

Proficient in all aspects of computer technology including Microsoft Office programs. Previous experience in computer assisted instruction would be beneficial.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited four-year college or institution. Minimum of two successful years of teaching experience in a secondary school setting with an emphasis in math, science, and/or computer technology preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Active Utah Teaching Certificate with proper endorsements authorizing areas assigned. ESL endorsement would be beneficial.

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 use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and 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 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.*

Teacher must be willing to work four-ten hour days with an extended schedule until June 30th. Occasional evening work is also required.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Adult Education Administrator		Date: 9/20/2000
Approved By: Executive Director, Human Resources		Date: 09/20/2000
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 07/06/2010
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 08/01/2014
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Adult Education Administrator	Date: 02/23/2017
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	