

Cape Girardeau Public School District No. 63
Job Description

Job Title: Adult Education Teacher (HiSET & remedial)

Terms of Employment: 7.5 hours per week

FLSA Status: Exempt

Reports to: AEL Coordinator

Brief Description of Position:

The Adult Education Teacher facilitates meaningful learning of the course competencies in the curriculum and proactively supports all facets of the learning environment.

Required Qualifications:

- Bachelor's degree or higher
- Obtain and maintain AEL certification upon employment
- Education, adult education or secondary teaching experience with at risk students
- Must be able to work with a diverse population with a variety of beliefs
- Ability to manage a multi-level classroom
- Ability to work independently with minimal supervision
- Ability to work in busy classroom with groups of students
- Willingness to interact with the community at large in promoting the program
- Effective oral and written communication skills
- Working knowledge of Microsoft Office programs including Word, Excel, and PowerPoint.

Essential Duties and Responsibilities:

- Uses instructional techniques appropriate to the lesson.
- Develops and enhances positive student self-concept and attitude towards learning.
- Evaluates and provides feedback on student progress during instruction.
- Organizes classroom materials and manages students.
- Manages student behavior.
- Participates in ongoing professional growth.
- Communicates effectively and professionally with colleagues, parents and students.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes requiring safety protocols/precautions. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between class sites and required meetings will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013