



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: ADULT EDUCATION TEACHER

WORK YEAR:

EDUCATION AND EXPERIENCE:

- Valid California Teaching Credential

PRIMARY FUNCTION:

The position of Adult Education Teacher, under the supervision of the Principal of Adult Education, will plan and implement an instructional program in an assigned area using principles of adult learning to enable students to make academic, vocational, and/or personal growth; establish and maintain an orderly, safe and well-managed classroom environment.

ASSIGNED RESPONSIBILITIES:

- Provide instruction as assigned, utilizing the course outline, curriculum and resources adopted by the Board of Education, District and Adult Education program
- Develop and implement written lesson plans that are aligned to the District and Adult Education program-approved course outline and curriculum
- Design, prepare and utilize a variety of differentiated instructional strategies and materials appropriate for adult learners
- Implements policies, procedures, and mandates as required by the Board of Education, District and Adult Education program
- Prepare, document, maintain and submit requested reports (Enrollment, Attendance, Student Progress, Testing, Accountability, etc.) accurately and timely
- Develop, implement, communicate and maintain a positive student learning environment with clear expectations for student conduct, discipline and academic outcomes
- Attend and participate in District and Adult Education program meetings, committees and trainings as assigned
- Maintain current in Adult Education policy, philosophy and trends through professional reading, trainings and meetings as appropriate
- Obtains written administrative approval when arranging for visitors or planning for off campus activities
- Recommend and request supplies, equipment and instructional materials following District and Adult Education program guidelines and procedures; maintain care and inventory of assigned equipment and facilities

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

- Principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction of Adult Education students
- Curriculum expectations for subject(s) being taught
- Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive Adult Education student conduct and motivation for Adult Education student learning
- Adult Education student guidance principles and practices
- Applicable sections of the State Education Code, District Policies and other applicable laws
- Current trends and research concerning the growth and development of Adult Education students
- Federal, State and District standardized assessment requirements

Ability to:

- Adapt plans and instructional delivery to meet the differentiated needs of students
- Work independently with little direction
- Create an instructional program and a class environment favorable to learning and personal growth
- Monitor students in classrooms, on school grounds and off-campus for school related activities
- Maintain professional and positive relationships with students, colleagues and administration
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.