

BEDFORD COUNTY BOARD OF EDUCATION

TITLE **Adult Education Teacher Levels I, II, and III**

QUALIFICATIONS

1. Valid teacher's license
2. Strong, written, verbal, presentation and interpersonal skills.
3. Meets health and physical requirements.

JOB GOAL To teach one or more subjects to students and lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

ACCOUNTABLE TO Adult Education/Literacy Supervisor

ESSENTIAL FUNCTIONS

1. Instructs students in subject matter, using various teaching methods, such as lecture and demonstration, and uses audiovisual aids and other materials to supplement presentation.
2. Prepares teaching outline for course of study, and assigns lessons and corrects homework.
3. Administers tests to evaluate progress, records results, and issues reports to adult students.
4. Keeps accurate attendance records.
5. Participates in faculty and professional meetings, educational conferences, and other teacher training workshops.
6. Prepares for class and shows evidence of preparation upon request of immediate supervisor.
7. Available to adult students for education-related purposes outside the instructional day, when requested to do so.
8. Assists in upholding and enforcing school rules, Board policies, and administrative regulations.
9. Develops and maintains a classroom conducive to learning.
10. Meets and instructs assigned classes in the locations and at the times designated.
11. Supervises activities to stimulate students' interest in and broaden understanding of their physical and social environment.
12. Fosters cooperative social behavior.
13. Assists in the administering of diagnostic tests.
14. Maintains all required student records and files.
15. Represents the program and community in a positive manner.
16. Reports to the supervisor when one knows or reasonably suspects that a student's health or welfare has been or appears to have been harmed as a result of abuse or neglect.
17. Performs other work-related duties as assigned by the Supervisor of Adult Education/Literacy.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students and parents.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings or words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Manual Dexterity: The ability to move the hands easily and manipulate small objects with the fingers.
5. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. Color Discrimination: Ability to perceive or recognize similarities or differences in shapes and shadings of figures.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

SALARY

As per current state and local salary schedules

CONTRACT LENGTH

200 Days (full-time) (Part-time, as specified)

SICK LEAVE

1 Day per month of service (full-time positions only)

PERSONAL/PROFESSIONAL

2 days per year (full-time positions only)

VACATION

As per current Board Policy

EVALUATION

Performance will be evaluated in accordance with local and state guidelines.