

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ADULT GENERAL EDUCATION TEACHER

**SALARY SCHEDULE: INSTRUCTIONAL**

**COST CENTER: ADULT AND COMMUNITY EDUCATION CENTER (0391)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the state of Florida in appropriate area.
- (3) ESOL certification preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of adult andragogy and especially of characteristics of adults in the program area assigned. Knowledge of prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of use of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student achievement, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

**REPORTS TO:**

Principal

#### JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth in accordance with District and Workforce Development philosophy, goals and objectives.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Establish short- and long-range goals based on student needs, District and Workforce Development state curriculum requirements.
- \* (2) Plan and prepare lessons and strategies which support the School Improvement Plan and District mission.
- \* (3) Plan and prepare lessons which are meaningful and engaging.
- \* (4) Plan and prepare instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- \* (5) Identify, select and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs.
- \* (6) Assist in assessing changing curricular needs and plans for improvement.
- \* (7) Maintain a positive, organized and safe learning environment.
- \* (8) Manage time, materials and equipment effectively.
- \* (9) Instruct and supervise the work of volunteers and aides when assigned.
- \* (10) Establish and maintain effective and efficient record keeping procedures.
- \* (11) Use effective student behavior management techniques.

**ADULT GENERAL EDUCATION TEACHER (Continued)**

- \*(12) Assist in enforcement of school rules, administrative regulations and School Board policies.
- \*(13) Develop effective assessment strategies to assist the continuous development of students.
- \*(14) Interpret data for diagnosis, instructional planning and program evaluation.
- \*(15) Establish appropriate testing environment and test security.
- \*(16) Demonstrate knowledge and understanding of subject matter content.
- \*(17) Apply principles of learning and effective teaching in instructional delivery.
- \*(18) Use a multimedia approach utilizing a variety of materials and equipment to meet the needs of students.
- \*(19) Use appropriate strategies and techniques to enhance critical thinking skills in students.
- \*(20) Apply appropriate instructional modification for students with special needs.
- \*(21) Provide quality work for students that is challenging and relevant to the goals and objectives of Workforce Development.
- \*(22) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- \*(23) Provide instruction on safety procedures and proper handling of materials and equipment.
- \*(24) Use appropriate materials, technology and resources to help meet learning needs of all students.
- \*(25) Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- \*(26) Communicate effectively, both orally and in writing, with other professionals, students, parents (where appropriate) and the community.
- \*(27) Collaborate with other professionals after recognizing student distress or abuse.
- \*(28) Collaborate with peers to enhance the instructional environment.
- \*(29) Assist others in acquiring skills and knowledge in specific areas of responsibility.
- \*(30) Engage in a continuing quest for personal growth through inservice, classes and study.
- \*(31) Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignment.
- \*(32) Model professional and ethical conduct when dealing with students, peers, parents and the community.
- \*(33) Perform and fulfill all professional responsibilities.
- \*(34) Prepare all required reports and maintain all appropriate records.
- \*(35) Support school improvement initiatives by active participation in school activities, services and programs.
- \*(36) Ensure that student growth and achievement is continuous and appropriate for age group, subject area and/or program classification.
- (37) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 03**

\*Essential Performance Responsibilities