

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Teacher – Adult Basic Education	Reports To:	Adult School Assistant-Principal
Department:	School Operations	Classification:	Non-Management
FLSA:	Non-Exempt	Work Year	N/A – Hourly as Assigned
		Salary:	Schedule B

I. DESCRIPTION OF POSITION

Under the direction of the adult school assistant-principal, the adult basic education teacher provides instruction to adult students.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Plans and implements appropriate instructional activities for adults, shows evidence of being consistently prepared, prepares appropriate materials for assignments, develops lessons appropriate to time constraints, and relates lessons to curriculum or course of study.
- B. Utilizes a variety of instructional skills and methods, varies instructional modes to accommodate student needs, interests, learning styles, and ability levels, and provides opportunity for student inquiry and problem solving.
- C. Selects appropriate learning materials, utilizes appropriate materials for the learning task, and assists students in understanding the relationship of materials to concepts to be learned.
- D. Monitors and evaluates student progress, checks progress of individual student achievement frequently, evaluates results and adjusts the learning process as needed, and provides timely feedback to students.
- E. Maintains appropriate classroom control, shows respect for students and their ideas, encourages participation consistent with objectives of lesson, promotes recognition of others' rights and ideas, counsels with students displaying inappropriate behavior or performance, and directs the activities of the class appropriate to learning tasks.
- F. Demonstrates knowledge of subject matter, presents lessons with a clear and logical structure, assists students in understanding relationships of concepts, displays skill in making lessons interesting, and stays abreast of current trends in subject matter.
- G. Provides individualized instruction, adjusts instructional approach and follow-up activities to the ability of the individual student, demonstrates knowledge of each student's achievement level and needs, and uses questions that require responses at a variety of cognitive levels.
- H. Establishes appropriate relationships with students, actively interacts with students, and demonstrates enthusiasm, intellectual stimulation, and organization.
- I. Helps to develop each student's self-image, respects the dignity of each student, and strives to develop positive students attitudes of self-worth and confidence.
- J. Encourages students to accept responsibility, educates students of the rights and responsibilities of living in a democracy, encourages participation in school activities, promotes the worth of accomplishments and self-discipline, and allows for individual responsibility and freedom.
- K. Assists the student in setting and achieving goals, assures that students are knowledgeable of objective of the lesson being taught, communicates with students about their achievement and goals, and offers specific guidance and suggestions that aid students in the process of achieving goals.
- L. Provides for student growth and enrichment, makes specific suggestions for continued academic growth, sets standards which are challenging and attainable, and provides for opportunity of transfer of learning and application of required skills, and assists students in understanding and developing healthy peer relationships.
- M. Utilizes academic learning time, adheres to an on-task agenda with procedures that are well understood by students, develops program of intermediate difficulty with high levels of success, and develops a sense of pride in academic achievement.

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- N. Conducts conferences and communicates with students and support personnel concerning individual students needs.
- O. Performs basic student attendance accounting and textbook accounting, and maintains and submits upon request accurate, complete and correct records as required by law, district policy, and administrative regulations.
- P. Maintains cooperative, professional attitudes with peers and supervisors.
- Q. Takes all necessary and reasonable precautions to protect students and to ensure the care and protection of school property.
- R. Assists in upholding and enforcing school rules, administrative regulations and district policy.
- S. Attends and participates in faculty meetings.
- T. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
- U. Assists in the selection of books, equipment, and other instructional materials.
- V. Works to establish and maintain open lines of communication with students concerning student academic and behavioral progress.
- W. Follows a planned professional growth program, participates actively in local, state and national professional education associations, and studies local, state and national guidelines for effective instruction.
- X. Performs related duties as assigned.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California preliminary or professional clear adult education (basic subjects) teaching credential, or any valid California credential authorizing service as an adult education teacher in the field in which applicant is to teach.
- B. Successful experience teaching developmentally disabled adult students is desirable.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Principles, methods, techniques, strategies and trends in adult education.
- B. Evaluation and research techniques, strategies and procedures.
- C. Curriculum and instructional programs proven to be effective with adult students.
- D. Differentiated classroom instructional practices that promote student academic success.
- E. Needs of a culturally and linguistically diverse student population.
- F. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Effectively assess, and identify and meet the instructional needs of adult students.
- B. Work cooperatively and effectively with students, teachers and administrators.
- C. Meet schedules and timelines.
- D. Plan and organize work.
- E. Demonstrate effective communication skills both orally and in writing.
- F. Use a computer.

V. WORKING CONDITIONS

Environment:

School site and satellite locations.

Physical abilities:

Hearing and speaking to exchange information and make presentations.

Approved by: _____
Randolph E. Ward, Ed.D, State Administrator

Date: _____

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.