

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Substitute Teacher, Adult Education	<b>JOB CODE:</b> SUB1
<b>DIVISION:</b> Accountability and Research	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b> Alternative Education	<b>WORK DAYS:</b> N/A
<b>REPORTS TO:</b> Supervisor, Adult Education	<b>PAY GRADE:</b> N/A
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Serves as substitute teacher for adult learners who are seeking to obtain their GED, high school diploma, or further advance their English speaking skills.	

**REQUIREMENTS:**

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 2 years of teaching experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication, student management, bilingual ability preferred

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Implements ABE/GED and or ESL instruction based on emergency lesson plans.
3. Maintains attendance sign-in sheet.
4. Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_