

## JOB DESCRIPTION

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| <b>POSITION TITLE:</b> Instructor, Adult Education                                                                                                        | <b>JOB CODE:</b> 155Z                                    |
| <b>DIVISION:</b> Accountability & Research                                                                                                                | <b>SALARY SCHEDULE:</b> Professional/Supervisory Support |
| <b>DEPARTMENT:</b> Alternative Education                                                                                                                  | <b>WORKDAYS:</b> 183                                     |
| <b>REPORTS TO:</b> Director, Adult Education                                                                                                              | <b>PAY GRADE:</b> NZ00 (Based on NK09 – Rank I)          |
| <b>FLSA:</b> Exempt                                                                                                                                       | <b>PAY FREQUENCY:</b> Monthly                            |
| <b>PRIMARY FUNCTION:</b> Serves as an instructor for adult learners who are seeking to obtain their GED or further advance their English speaking skills. |                                                          |
| <b>REVISION DATE(S):</b> 8/25                                                                                                                             |                                                          |

**REQUIREMENTS:**

|    |                                                                                                                                                                                                |
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| 1. | Educational Level: Bachelor's degree required                                                                                                                                                  |
| 2. | Certification/License Required: None                                                                                                                                                           |
| 3. | Experience: None: 2 years of teaching preferred                                                                                                                                                |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities                                                                                             |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; computer skills, i.e. Word, Excel, knowledge of software packages a plus; bilingual ability preferred but not required for ESL |

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

**ESSENTIAL DUTIES:**

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| 1.  | Demonstrates prompt and regular attendance.                                                              |
| 2.  | Delivers instruction using a variety of teaching strategies, resources approved by TCSG, and technology. |
| 3.  | Prepares and implements lesson plans in accordance with TCSG curriculum.                                 |
| 4.  | Implements and monitors the Student Education Plan (SEP).                                                |
| 5.  | Develops lesson plans for ABE/GED and/or ESL instruction based on SEP.                                   |
| 6.  | Assesses and advises students of progress via SEP.                                                       |
| 7.  | Coordinates and conducts student post-assessments.                                                       |
| 8.  | Implements and enforces classroom rules and procedures.                                                  |
| 9.  | Prepares and maintains required attendance reports.                                                      |
| 10. | Conferences with students on academic progress, goal setting, and referrals.                             |
| 11. | Maintains a safe and secure environment for staff and students.                                          |
| 12. | Works with counselor on vouchers and scholarships for GED Ready students.                                |
| 13. | Attends required faculty/staff meetings and professional development trainings.                          |
| 14. | Performs other duties as assigned by appropriate administrator.                                          |

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

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