

SPECIAL SCHOOL DISTRICT, St. Louis County, MO

Job Description

Position Title: Teacher, Adult Technical Education

Reports To: Administrator, Adult Education

Summary: Prepares students to function in various specialized technical fields.

Job Responsibilities:

1. In cooperation with the administrator and other faculty and staff members, provides students with learning opportunities and evaluates their progress.
2. Prepares course syllabus, lesson plans and testing materials.
3. Prepares lesson plans in advance. When necessary to utilize a substitute instructor, the primary instructor provides necessary material and equipment for the scheduled class to be conducted without interruption.
4. Assists in the planning of courses to provide correlation between lab experiences and theoretical instruction.
5. Incorporates lectures, laboratory demonstrations and visual aids into teaching assignments.
6. Plans, supervises and evaluates learning experiences in the laboratory/shop.
7. Keeps accurate up-to-date records of each student's grades, attendance, progress records, and scheduled and unscheduled teacher-student conferences.
8. Provides learning experiences for students which are relevant and concurrent or sequential with classroom theory. Assigns students in relationship to past experience and length of time in program. Selects learning experiences that will assist the student in reaching the stated objectives of the program.
9. Supervises and guides students in their learning experiences.
10. Recognizes individual differences in students' abilities. Works to utilize strengths and improve weaknesses through formal and informal counseling and guidance of students.
11. Reports the need for major equipment and/or changes in physical facilities.
12. Participates in recruiting, interviewing and evaluating prospective students, as feasible.
13. Attends educational and professional meetings in related areas.
14. Assumes any additional responsibilities so as situation requires, ensuring continuity of ongoing programs and/or implementation of new ones.
15. Performs other duties and responsibilities as assigned.

Qualifications:

Education and/or Experience:

Minimum of three years recent specialty experience.

Certificates, Licenses, Registrations

As required for specialty.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy and procedure manuals. Ability to speak effectively one-on-one and before groups.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals and percentages

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear, stand, walk, sit, and use hands and arms to handle, feel and reach. The employee is occasionally required to stoop or kneel and occasionally lift and move up to 100 pounds. Regular attendance on the job is expected.

Terms of Employment:

Contract terms covering compensation, benefits, and working conditions are specified by the Board of Education's policies, agreements and approvals.

Approved Date: _____