

**ISD # 191 Job Description
(TCHRABE)
JOB TITLE: Teacher, ABE**

Exempt (Y/N): YES
DEPARTMENT: Community Education
SUPERVISOR: Coordinator, ABE

DATE: January 9, 1997
OCC NUMBER: 1442

SUMMARY: Teaches adult students in community setting by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Other duties may be assigned.

Instructs students by lecturing, demonstrating, and using audiovisual aids and other materials to supplement presentations.

Prepares course objectives, curriculum, resources, and outline for course of study following curriculum guidelines or requirements of state and school.

Teaches basic life skills, i.e., checkbook balancing, consumer spending, child care.

Assigns lessons and corrects homework.

Evaluates learner progress and maintains records thereof; communicates progress to high school.

Maintains attendance records as required for state participation reports.

As appropriate, meets with parents to discuss student progress and problems.

Participates in faculty and professional meetings, educational conferences, and teacher training workshops.

Performs related duties such as sponsoring one or more activities or student organizations, assisting learners in selecting course of study, and counseling learners in adjustment and academic problems.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B. A.) from four-year college or university. Required course work in education.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, school correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of teachers, administration, parents, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra and geometry.

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.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid and current Minnesota state teacher's license. If teaching in diploma or a specific topic: certification in subject to be taught, otherwise, no specific certification required.

OTHER SKILLS and ABILITIES:

- Ability to work with students of all ability levels and to make adjustments in teaching techniques to fit individual needs.

- Conflict resolution skills.

- Computer literacy.

- Classroom management/discipline skills.

- Organizational skills.

- Ability to maintain regular attendance.

- Interpersonal skills, including ability to work well with others, be polite, helpful, courteous and compassionate.

- Ability and willingness to follow school rules and policies.

- Ability and willingness to follow directives from supervisors.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but could at times be loud, depending on the activity and/or the student population.