



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN  
TALENT DEVELOPMENT OFFICE

## Adult Education Teacher

### POSITION SPECIFICATIONS

#### REPORTS TO

District Coordinator of Adult Education

#### PRIMARY FUNCTION

To provide an instructional program that will promote an understanding of content in accordance with program goals and curriculum.

#### QUALIFICATION PROFILE

##### CERTIFICATION / LICENSE

One or more Connecticut adult education teaching endorsement is required. Adult Education courses and the required certification(s) are as follows:

- Adult Basic Education (ABE):  
External Diploma Program / Noncredit Mandated Programs (107)
- Adult English as a Second Language (ESL):  
Non-English Speaking Adults (088) **and**  
External Diploma Program / Noncredit Mandated Programs (107)
- Citizenship:  
External Diploma Program / Noncredit Mandated Programs (107)
- Credit Diploma (CDP):  
A specific content area endorsement **and**  
High School Credit Diploma Program (106)
- General Education Development (GED):  
External Diploma Program / Noncredit Mandated Programs (107)

##### EDUCATION

Bachelor's degree or higher in a related field.

##### EXPERIENCE

- Prior teaching experience preferred.
- Successful completion of College and Career Readiness Standards (CCRS) 100 Series Training required. This training will be provided, if not previously completed.

#### SKILLS, KNOWLEDGE & ABILITIES

- Develops and implements an instructional program consistent with the goals of the program.

- Demonstrates a knowledge, understanding and application of content in the curriculum.
- Provides students with opportunities to develop critical thinking and decision making skills affording opportunity for creative activity.
- Comprehensive understanding of College and Career Readiness Standards (CCRS), Common Core State Standards (CCSS), Comprehensive Adult Student Assessment Systems (CASAS) Competencies and/or English Language Proficiency Standards (ELP) as required by content area.

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Prepares course syllabus outlining course content and expectations.
- Prepares and maintains written plans to meet individual needs and creative abilities of students.
- Develops and provides a minimum of one lesson per trimester related to careers in the content area (WIOA Work Force Innovation Opportunities Act).
- Employs a variety of teaching techniques through the use of diverse instructional materials.
- Assigns learning tasks that are purposeful and relevant to the understanding of content.
- Creates an atmosphere in which students feel free to express their views.
- Provide a learning environment supportive of intellectual risk-taking.
- Sets high expectations for student learning.
- Assesses individual and group needs and prescribes appropriate learning tasks.
- Establish the criteria for evaluation and uses tests to diagnose students' progress and needs.
- Keep accurate records as required by Adult Education, District, State or Federal requirements.
- Confers with individual students relative to progress, recommendation reinforcement procedures and/or enrichment activities.

## ADDITIONAL DUTIES

- Promotes and contributes to Adult Education activities and programs.
- Follows procedures as established by the District Coordinator of Adult Education.
- Makes constructive use of personal evaluation.
- Keeps informed of developments in the field of content instruction.

## EQUIPMENT

Must be able to use personal computer and other job-related equipment.

## TRAVEL REQUIREMENTS

Infrequent travel.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

Salary and benefits as set forth in the Local 871 collective bargaining agreement.

### WORK SCHEDULE

Follows the New Britain Adult Education program schedule.

### UNION AFFILIATION

Local 871, New Britain Federation of Teachers.

## FUNDING SOURCE

Adult Education State Grant.

**CREATED:** December 2018 KA  
**PERSONNEL REVIEW:** 2/25/19  
**BOARD APPROVED:** 3/4/19