



Part-Time Adult Education Instructor

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| Reports to: | Manager, Family Engagement | FLSA Status: | N/A |
| Department: | Family Engagement | Structure/Grade: | Miscellaneous PT3000 |
| Division: | Community, Empowerment, Innovation & Partnerships | Workdays: | Part-Time |
| Retirement: | N/A | | |

Position Summary

Provides classroom instruction and evaluates student progress in achieving goals in reading, language arts, and mathematics during designated mornings and evenings. Performs work independently under moderate supervision, applying foundational knowledge to perform the job effectively.

Essential Job Duties

- Creates and develops curricula, lesson plans, teaching materials, and Individual Learning Plans to support student skill development.
- Provides guidance to students and evaluates their progress in achieving goals and objectives.
- Promotes the adult education program within the Service Delivery Area of the district to both public and private organizations.
- Participates in staff development activities and team conferences and contributes to the Technical College System of Georgia's Office of Adult Education EAGLE competition.
- Maintains a secure classroom environment that fosters learning while ensuring student safety.
- Records attendance for each class session accurately and submits it to the Data Clerk or Manager as required.
- Recruits, supervises, and collaborates with classroom volunteers to enhance educational support for adult learners.
- Communicates effectively with students regarding their academic progress by maintaining a portfolio/work folder that includes work samples and test data for each individual.
- Analyzes test data to tailor lessons appropriately for different levels of learner groups, providing personalized attention where needed.
- Identifies and resolves minor problems as they arise.
- Suggests minor modifications as appropriate to processes to enhance the performance of the department.
- Performs additional duties as assigned.



Qualifications

- Bachelor's Degree in Education, Adult Education, or a closely related field with a minimum of one (1) year of teaching experience is required.
- Experience working with adults preferred.

Knowledge, Skills, and Abilities

- Foundational knowledge and understanding of principles required to perform the job effectively
- Knowledge of effective instructional methods for adult learners and curriculum guidelines for the Adult Education Program
- Ability to develop courses of study and lesson plans, and to adapt instructional material to fit all learning styles
- Ability to provide instruction to adult learners
- Ability to work independently under moderate supervision
- Ability to administer tests according to all relevant procedures and protocols
- Ability to work with diverse populations, including those with disabilities
- Effective oral, written, and interpersonal communication skills
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to maintain order in a classroom setting
- Good computer skills, and the ability to use all relevant hardware and software
- Ability to maintain accurate records
- Ability to develop stable working relationships internally
- Ability to exchange information with a range of internal constituents

Physical Demands and Work Environment

- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 1/7/2026



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