

Adult Education Instructor

JOB DESCRIPTION
Gilbert Unified Schools District

Purpose Statement

To provide instruction with a focus on adult learners

Essential Functions

- Plans and implements a program of study that, as much as possible, meets the individual needs, interests and abilities of students
- Uses effective teaching techniques and materials to implement established curriculum goals and objectives
- Creates a weekly written lesson plan describing daily learning experiences-this weekly lesson plan is to be correlated with the aims and/or objectives in the curriculum guide and/or course outline
- Monitors and assesses student progress in order to provide feedback on a regular basis to students
- Administers state required assessments according to state assessment policy
- Communicates aims and/or objectives to students in a well-planned, organized manner using clear and precise language
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Assists the administration in implementing all policies and rules governing the development of proper student behavior
- Creates educational experiences that provide each student the opportunity to develop his/her potential in the areas of personal, social adjustment, decision-making, and other life skills
- Promotes and follows the adopted school district philosophy, policies regulations and administrative procedures
- Communicates concerns and ideas with colleagues and students in a positive, professional and ethical manner
- Communicates concerns and ideas with colleagues, students, parents and community in a positive, professional and ethical manner
- Strives to maintain and improve professional competence
- Maintains accurate, complete, legible and correct records as required by law, district policy and administrative regulation
- Assists as needed with registration and intake process of program
- Assumes individual responsibilities which may be assigned by the supervisor and which may relate to committee work, student activities, student supervision or other planning and professional assignments

Experience

Previous experience teaching adult students

Education

Bachelor's Degree in Education,
subject area or related field

Required Testing

None Specified

Continuing Educ. / Training

As required by grant

Certificates & Licenses

Valid Arizona Adult Education Certificate

Clearances

Current Arizona Fingerprint Clearance Card

FLSA Status

Not Evaluated

Approval Date

July 1, 2020

Salary Grade

Supplemental – Hourly