

LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION

POSITION TITLE: Adult Basic Education Teacher (Position Title will be either ABE EL Teacher or ABE GED Teacher in the job posting)

DEPARTMENT / BUILDING: Community Education

TITLE OF IMMEDIATE SUPERVISOR: Adult Basic Education Manager

BARGAINING UNIT: EML

EXEMPT/NON-EXEMPT:

LOCATOR (HR use only):

POSITION SUMMARY:

The Adult Basic Education Teacher provides English Language (EL), GED, or other Basic Skills instruction to students aged 17 and older who are not enrolled in K-12 school.

In EL classes, duties include, but are not limited to, English Language reading, writing, speaking, listening, and digital literacy instruction in accordance with Adult Basic Education content standards; lesson planning for multiple levels; monitoring, adapting, and assessing student progress; assisting with intake; creating Individual Learning Plans; and collecting and recording attendance and all necessary information in a timely manner.

In Basic Skills and GED classes, duties include, but are not limited to, language arts, math, science, social studies, digital literacy, and post-secondary preparation instruction; lesson planning for multiple levels; monitoring, adapting, and assessing student progress; assisting with intake; creating Individual Learning Plans; and collecting and recording attendance and all necessary information in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Teach ABE classes in accordance with Minnesota Department of Education Adult Basic Education Content Standards.
2. Create and develop daily lesson plans for students, volunteers, and substitutes, and provide direction for volunteers, using Lakeville ABE curriculum.
3. Monitor and assist students in meeting their goals, making Measurable Skill Gains on assessments, developing skills, and adapt as necessary.
4. Integrate digital literacy into lessons as appropriate.
5. Utilize state-approved distance learning platforms, assign lessons and homework, and integrate into regular instruction.
6. Teach individuals who have a wide range of first languages and formal education levels.
7. Collect, record and report student information in a timely manner.
8. Initiate and engage in regular student outreach.
9. Communicate with students regarding any schedule changes.
10. Collaborate in a professional manner with ABE staff and volunteers to ensure that student and program needs and goals are met.

11. Assist ABE Manager with MDE and other reporting requirements related to instruction.
12. Participate in staff meetings and Professional Learning Communities.
13. Participate in ABE professional development as assigned.
14. Other duties as assigned.

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment):

1. Valid MN Teaching License
2. Experience teaching adults

PREFERRED QUALIFICATIONS

1. Adult Basic Education Minnesota licensure
2. Bilingual
3. Experience and enthusiasm for teaching students with diverse backgrounds, experiences, and education levels.
4. Ability and willingness to work both independently and cooperatively
5. Excellent communication skills
6. Strong computer skills, including proficiency with Google Suite, various computer programs, and a willingness to learn new platforms.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuousl y 66-100%
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk, see and hear				X
Taste or smell	X			
Physical (lift and carry):		X		
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 100 pounds	X			

DATE: 04/16/24