**Marion County Adult Education**
**Job Description**

**TITLE:** Adult Education Teacher

**QUALIFICATIONS:**

1. A bachelor's degree with an emphasis in education or a particular subject area.
2. A valid state teaching certificate in Secondary Content- English, Social Studies, Science or Math
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**IMMEDIATE SUPERVISOR:** Marion County Adult Education Director

**JOB GOAL:** To deliver classroom instruction in a manner which results in academic gain and high school credential completion. To help students learn subject matter and skills that will contribute to their development as productive and responsible citizens.

**PERFORMANCE RESPONSIBILITIES:**

1. Adult Education Teacher:
   a. Plans and delivers a course of study that adheres to program curriculum, engages students, and meets the individual needs, interests, and abilities of all.
   b. Creates a classroom environment that is conductive to learning and appropriate to the maturity and interests of the students.
   c. Prepares for classes assigned and provides evidence of preparation.
   d. Employs a variety of instructional techniques.
   e. Assesses the accomplishments of students on a regular basis
   f. Monitor and recommends when reassessment is needed.
   g. Takes all necessary and responsible precautions to protect and be accountable for students, equipment, materials, and facilities.
   h. Maintains accurate, organized update complete teacher folder and student folder on each individual student.
   i. Report student attendance in a timely manner.
   j. Strives to maintain and improve professional competence through attendance at staff development programs.
   k. Attends staff meetings and serves on program committees.
   l. Performs extra duties that may be assigned from time to time.
   m. Any other tasks assigned by the supervisor.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Marion County School's policy on Evaluation of Professional Personnel.

**EEO STATEMENT**

Marion County School District does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.