



<b>JOB TITLE</b>	Adult Education Teacher – HSE
<b>LOCATION</b>	Lebanon Public Library
<b>WORK SCHEDULE</b>	Part time, mornings only
<b>CALENDAR LENGTH</b>	School Year
<b>FLSA CLASSIFICATION</b>	Non-exempt, hourly employee
<b>HOURLY RATE</b>	\$37.00
<b>BENEFITS</b>	Dependent on hours worked

#### **JOB DESCRIPTION:**

The Adult Education Teacher reports directly to the Supervisor of Adult Education. He/She will work with adult learners, sixteen years of age or older, and responsibilities include:

#### **ESSENTIAL FUNCTIONS:**

- Plan and execute lessons for classrooms.
- Performing daily record keeping
- Managing student information (digital and hard copies)
- Communicates and collaborates with other staff members including: aides, office staff, teachers, district/site personnel and adult education professionals.
- Attend regular and recommended professional development.
- Providing general classroom assistance including working with student as needed.
- Other duties as assigned

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Work experience in education is desired. Candidates are required to be innovative, creative and enthusiastic. Must have strong organization skills and excellent communication skills.

#### **EDUCATION:**

Bachelor's degree required.

**PHYSICAL DEMANDS:**

<b>PHYSICAL REQUIREMENT</b>	<b>PERCENTAGE OF TIME</b>
Ability to stand for extended periods of time	Often
Ability to lift 25 pounds	Seldom
Ability to carry 25 pounds	Seldom
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent
Ability to see for the purpose of reading rules and policies and other printed matter	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate job-related equipment	Occasional
Ability to reach in all directions	Seldom

Seldom = Less than 25% /Occasional = 26 to 50% /Often = 51 to 75% /Very Frequent = Greater than 75%

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