

<p>CONTINUING EDUCATION TEACHER JOB DESCRIPTION</p>
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Adult & Continuing Education Math Teacher

Description:

Stratford Adult & Continuing Education is seeking a dedicated and innovative Math Teacher to support adult learners in achieving their academic goals. The ideal candidate will demonstrate strong instructional planning skills, be able to differentiate for diverse learners, and foster an inclusive learning environment aligned with the College and Career Readiness Standards (CCRS).

Reports to: Director of Career & Community Learning

Responsibilities

I. Course Preparation

- Maintain an up-to-date plan book aligned with CCRS.
- Prepare lessons that meet program curriculum expectations and support student progress toward high school completion.

II. Instruction

- Deliver engaging, student-centered instruction as outlined in the curriculum.
- Differentiate instruction to address the varied needs, abilities, and goals of adult learners.
- Integrate CCRS-aligned strategies and instructional resources into teaching practice.

III. Administration

- Accurately maintain and submit attendance records, including calculation of student seat hours.

- Refer students to counselors for attendance concerns or other barriers to success.
- Maintain accurate grading records through PowerSchool/Gradebook.
- Assess and monitor student learning regularly through quizzes, exams, and progress checks.
- Provide end-of-term progress recommendations.

IV. Professional Responsibilities

- Participate in staff development, evaluation processes, and program planning.
- Assist with resource and course development as needed.
- Maintain an ongoing program of professional growth.

V. Qualifications

- Possess (or be eligible to obtain) Connecticut Adult Education Certification (Endorsement #106).
- Hold a secondary certification in Mathematics or related field.
- Strong understanding of CCRS for Adult Education.
- Commitment to equitable and culturally responsive instructional practices.

Schedule

- Each Credit Diploma class meets four hours per week:
 - Monday/Wednesday evenings *or* Tuesday/Thursday evenings.
- Classes are two hours long.