District: Weatherford ISD  
Position: AEL Substitute Teacher  
Reports to: Adult Ed Supervisor(s)

Dept/School: Community Ed./Adult Education and Literacy Cooperative

Location: Within the cooperative’s three county service area (*Parker, Palo Pinto and Wise Counties*)

Class Site: WISD Adult Education classes are generally held at a learning center, Weatherford College campus or an ISD campus within the service area.

Schedule: The classes meet in three to four hour sessions in Weatherford, Mineral Wells, Bridgeport and Decatur with the majority held in the evening. The only morning classes are offered at the Bowie Learning Center in Weatherford.

Rate: $20. per hour with a maximum of a 3 class session plus one hour prep.

PRIMARY PURPOSE: To fill in for regular teachers as the need arises. The teaching time may range from a single class session to no more than four consecutive class meetings for a particular teacher. Your primary tasks include adhering to lesson plans designed by the absent teacher and providing supervision for students.

QUALIFICATIONS: (Education/Certification)  
All AEL Substitutes must possess Bachelor’s Degree from accredited university required; valid Texas Teaching certification preferred

Special Knowledge/Skills:  
Ability to differentiate instruction for different levels of learners; excellent organizational, communication and interpersonal skills

Experience:  
Previous adult education experience preferred, but not required.

MAJOR RESPONSIBILITIES AND DUTIES:  
- Be prepared to teach a variety of subjects to adults functioning at different grade levels  
- Assist students with assignments  
- Maintain Confidentiality: Abide by regulations of the Family Educational Rights and Privacy Act/FERPA as it pertains to a student’s right to privacy and accuracy and retention of records.  
- Review lesson plans prior to class: Prepare for multi-levels and include strategies such as grouping and/or pairing as well as individual or solo activities as necessary  
- Teach Efficiently: Always begin class promptly and end class on time.  
- Establish a classroom climate that helps students feel accepted, respected, and promotes retention while maintaining order  
- Encourage an environment that supports transitions into post-secondary education or training  
- Perform other duties as assigned.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.