District: Weatherford ISD   Position: Part-Time Adult HSE/GED Teacher   Reports to: Adult Ed Supervisor(s)

Dept/School: Community Ed./Adult Education Program   Location: Bridgeport   Class Site: Weatherford College

Schedule: TU and TH evenings, 5:15 – 9:15 p.m. (includes an hour to assist with preparation, counseling, and closing per class period)

Hourly Rate: $18 - $22 per hour based on qualifications and experience

PRIMARY PURPOSE: To teach the academic subject areas necessary for out-of-school youth and adults to achieve a high school equivalency and transition to post-secondary education training or work.

QUALIFICATIONS: Bachelor’s Degree from accredited university required; valid Texas Teaching certification preferred

Special Knowledge/Skills: Demonstrated ability in all core academic subject areas (Reading, Language, Mathematics, Science and Social Studies), Ability to differentiate instruction for different levels of learners, ability to complete paperwork effectively and document student successes; excellent organizational, communication and interpersonal skills

Experience: Previous adult education experience preferred, but not required

MAJOR RESPONSIBILITIES AND DUTIES:
- Provide/Deliver student orientation and enrollment
- Maintain records/student portfolios with required documentation and samples of their work
- Maintain and promptly submit required reports
- Participate in and meet or exceed required professional development
- 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.
- Plan and prepare relevant and practical lessons based on individual learning needs and multi-skill level students
- Teach Efficiently: Always begin class promptly and end class on time.
- Establish a classroom climate that helps students feel accepted, respected, and promotes retention
- Utilize technology where available
- Integrate Employability Skills and Career Awareness
- Conduct writing activities by integrating writing with content at every level of instruction.
- Encourage an environment that supports transitions into post-secondary education or training
- Participate in Professional Development Activities and meet or exceed required training hours
- 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.

___________________________________________________________________________
Employee Signature                                                                 Date