**District:** Weatherford ISD  
**Position:** Part-Time Adult Ed: Math Teacher  
**Reports to:** Adult Ed Supervisor(s)

**Dept/School:** Community Ed./Adult Education Program  
**Location:** Parker County  
**Class Site:** Weatherford College, Weatherford

**FALL Schedule:** MON./WED. afternoon and evening hours; and TU/TH mornings *(if all classes make)*

**Hourly Rate:** $18.00 - $22.00 based on qualifications and experience

**PRIMARY PURPOSE:** To teach mathematics to out-of-school youth and adults who lack high school level math skills in preparation of transitioning to post-secondary education

**QUALIFICATIONS:** *(Education/Certification)*  
Bachelor’s Degree from accredited university required; valid Texas Teaching certification preferred

**Special Knowledge/Skills:**  
Demonstrated ability to teach Mathematics in a dynamic interactive and engaging manner, ability to differentiate instruction for different levels of learners; excellent organizational, communication and interpersonal skills

**Experience:**  
History of effective mathematics instruction required,  
Previous adult education experience preferred, but not required

**MAJOR RESPONSIBILITIES AND DUTIES:**
- Deliver student orientation and enrollment  
- Plan and prepare effective, relevant, and practical lessons based on individual learning needs and multi-skill level students, using technology and manipulatives when appropriate  
- Establish a classroom climate that helps students feel accepted, respected, and promotes retention  
- Teach Efficiently: Always begin class promptly and end class on time.  
- Support and encourage transition into post-secondary education or training  
- Maintain records/student portfolios with required documentation and samples of their work  
- Maintain and promptly submit required reports  
- Participate in Professional Development Activities and meet or exceed required training hours  
- 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.  
- Utilize technology where available  
- 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. This position is at-will and not by contract, regardless of certification. Employment is not for any specified term.

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Employee Signature ____________________________  
Date ____________________________