

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**ADULT EDUCATION, MIGRANT, PART-TIME INSTRUCTOR**

**QUALIFICATIONS:**

(1) Florida Teaching Certificate covering any academic area.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Skill in oral and written communication with students, parents and others.

**REPORTS TO:**

Director, Federal Programs and Supervisor of Adult Migrant Program

**JOB GOAL**

To provide an educational atmosphere in which students will move toward the fulfillment of their full potential.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Meet and instruct assigned classes in the locations and at the times designated.
- \* (2) Plan and implement a program of study that meets the needs, interests and abilities of students
- \* (3) Assist students in accomplishing course/program objectives.
- \* (4) Establish an environment that is conducive to learning and active participation in learning activities.
- \* (5) Assist in testing for placement in courses/programs.
- \* (6) Monitor student progress and provide written progress reports as appropriate.
- (7) Use a variety of techniques, materials and media.
- (8) Exercise necessary and reasonable precautions to protect students, equipment, materials and facilities.
- (9) Maintain accurate and complete records in accordance with laws, rules, policies and administrative
- (10) Provide counseling to students on matters such as educational goals, educational programs and services, study techniques and program requirements.
- (11) Other responsibilities as directed by his/her immediate supervisor.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 10**

**SALARY LOCATOR: Instructional Salary Schedule**