

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

ADULT EDUCATION 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, Supervisor of Adult General Education

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) Assist District staff in identifying and recruiting appropriate students for the Adult Education program.
- (12) 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