

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Teacher, Adult School	REPORTS TO:	Principal
DEPARTMENT	School Site	CLASSIFICATION:	Certificated
WORK YEAR:	196 Days	SALARY:	Adult School Teacher Salary Schedule

MINIMUM QUALIFICATIONS:

California credential authorizing instruction in adult school.

KNOWLEDGE AND ABILITIES:

Knowledge of and ability to implement the subject matter, philosophical, social, and educational concepts relative to the duties and responsibilities listed on this job description.

DUTIES AND RESPONSIBILITIES:

Management Area

1. Prepare for Adult Classes in a thorough manner
 - a. Plan and preview use of all supplemental teaching aids and has pertinent materials ready before class begins. Maintain an adequate stock of materials and supplies in the classroom
 - b. Provide adequate seating arrangement to maximize student participation
 - c. Present in classroom about ten minutes before class begins and start the instruction promptly at the scheduled time
 - d. Familiarize each class with general rules relating to adult students (smoking, parking, time limits for breaks, eating, etc.), with emergency drills, and other safety practices
 - e. Assure proper heating, lighting and ventilation for the learning environment. Leave room and equipment in proper order
2. Teaching results - evaluation
 - a. Help student develop standards of self-evaluation and maintain a progress record for each student, which the student helps to formulate
 - b. Discuss overall course objectives and general plans for the course so students understand "where they are going" and can observe progress
 - c. Incorporate a variety of testing methods in the evaluation of student performance. Test conceptual thinking as well as subject matter competency
 - d. Consider the student's total performance for evaluation and grades
 - e. Seek students criticisms and other evaluations of course content
3. Teaching techniques
 - a. Familiar with course outline and make plans to meet major objectives of the course

- b. Prepare a written plan for each class session including a short oral review of previously learned materials; with objectives of the new lesson so as to assure student understanding; summarize lesson; and preview next lesson before class dismissal
- c. Provide a variety of activities during each class session giving each student an opportunity to participate
- d. Prepare materials to supplement lessons for review at home

Relationships

- 1. Treat all students as adults and inspire and encourage enthusiasm for learning. Recognize, understand, and respect individual differences
- 2. Create a friendly atmosphere through personal conduct and standards of excellence

Professional Attitude, Responsibilities and Participation

- 1. Keep up to date on new and appropriate instructional materials in area of specialization
- 2. Make a concerted effort to establish and maintain positive rapport with fellow teachers and administrators
- 3. Maintain active participation and membership in professional organizations. Duties and responsibilities may be added, deleted or changed at any time at the discretion of management.

ACCOUNTABILITY:

Person to whom responsible: Principal, Adult School

Evaluator: Principal, Adult School