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

1998