

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CERTIFICATED

CLASSIFICATION: EDUCATIONAL SERVICES

JOB TITLE: TEACHER - ADULT EDUCATION-ESL

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, provide education opportunities, instruction, and teaching to employment in various careers to adult students and eligible youth.

REPRESENTATIVE DUTIES:

Design, update and implement curriculum and lesson plans for individualized and group instruction in basic core areas according to State guidelines; instruct in multiple subjects and electives as assigned. **E**

Evaluate student performance and prepare assignments for each student for the following day; maintain student records and grades; test and evaluate students. **E**

Maintain records regarding attendance; provide input regarding changes and additions to daily school list; review and update student files; complete reports as required. **E**

Participate in meetings regarding curriculum, policies, task forces and special projects as assigned; attends staff meetings; maintain current knowledge of laws, rules and regulations related to adult education. **E**

Communicate with the Assistant Superintendent, teachers, counselors and other administrators to discuss student progress, exchange information, coordinate activities and resolve issues and concerns. **E**

Coordinate and assist in special programs such as field trips and special events. **E**

Train and provide work direction and guidance to assigned Instructional Assistants. **E**

Maintain adequate inventory levels of supplies; order materials as necessary. **E**

Prepare a variety of reports for the community agencies, administration and others. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF

Procedures regarding discipline, security and student movement in the facility

Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction

Classroom procedures and appropriate student conduct

Principles of training and providing work direction

Interpersonal skills using tact, patience and courtesy

Applicable sections of the State Education Code and other applicable laws

Research methods and report writing techniques

Methods and strategies in working with adult students

Policies and objectives of Adult Education and/or ROP
Current industry practices and procedures

ABILITY TO:

Communicate effectively with staff, students, and the public
Create and maintain a pleasant learning environment
Understand special problems of adult students while holding high expectations for their success
Monitor and evaluate student progress
Train and provide work direction to others
Establish and maintain cooperative and effective working relationships with others
Maintain records and prepare reports
Compile and verify data and prepare reports
Maintain current knowledge of program rules, regulations, requirements and restrictions
Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Meet schedules and time lines
Maintain contact with business and industry regarding job opportunities for students

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree, valid California Single or Multiple Subject Teaching Credential and BCLAD certification as required for the program.

LICENSES AND OTHER REQUIREMENTS:

Valid California Single or Multiple Subject Teaching Credential
Spanish/English Bilingual/Biliterate preferred
BCLAD certificate
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment
Constant interruptions

PHYSICAL ABILITIES:

Hearing, seeing and speaking to exchange information and assist students in instructional activities
Dexterity of hands and fingers to operate a variety of instructional equipment
Sitting or standing for extended periods of time
Bending at the waist, kneeling or crouching to assist students with activities
Reaching overhead, above the shoulders and horizontally to retrieve and store materials
Lift and carry objects weighing up to 35 pounds

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases
Subject to physical harm and contact with abusive individuals

Employee Group: Certificated - Unrepresented

FLSA Status: Exempt

Salary Schedule: 720

Approval Date: March 2024