



Date Adopted:

Salary Schedule:

## **Job Description: Teacher Adult Education English Second Language**

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### **BASIC FUNCTION**

Under direction of the Principal of Adult Education, or the principal's designee, the Adult Education English as a Second Language (ESL) Teacher will plan, implement, monitor, and assess a classroom instructional program.

**MAJOR DUTIES AND RESPONSIBILITIES** (may include, but not limited to the following):

- Develops and presents lessons which are consistent with the approved course of study.
- Develops and presents lessons where performance objectives/competencies are understood by the student and are supportive of district goals.
- Evaluates student progress based primarily on achievement of performance objectives/competencies.
- Uses a variety of instructional techniques and materials which are appropriate for the course and adult students.
- Maintains current and accurate records of student attendance and progress.
- Demonstrates and promotes punctuality.
- Participates with fellow staff members in the development and implementation of curriculum and instruction.
- Keeps up to date in subject area and continually works for the improvement of instructional techniques.
- Adheres to approved course of study policies and procedures.
- Attends and participates in program and district meetings.
- Supervises the proper use of equipment and facilitates with the student's safety in mind.
  - Demonstrates an awareness of the socioeconomic and ethnic makeup of the community.
- Actively participates in school/community related organizations.
- Promotes community responsibility among students.
- Helps to inform the community of the services and educational opportunities available through adult education.

## **QUALIFICATIONS**

Ability to:

- Treat students with courtesy and respect.
- Demonstrate an awareness of student's social, psychological, emotional and academic needs.
- Share ideas, techniques and materials as appropriate with other staff members.
- Demonstrate willingness to offer and receive suggestions.
- Cooperate in the use and care of all equipment and materials.
- Maintain current knowledge of available instructional materials
- Communicate effectively both orally and in writing.
- Adapt plans to meet different needs of learning.
- Move about the school from one location to another
- Maintain open communication and encourage questions and problem solving
- Establish and maintain cooperative working relationships

## **EXPERIENCE & EDUCATION**

Bachelor's degree from an accredited college or university; prior teaching experience preferred.

## **CREDENTIAL**

Appropriate, valid California Standard Designated Subjects Teaching Credential authorizing English as a Second Language, or equivalent designation.

## **WORKING CONDITIONS**

### **Environment:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

### **Physical Abilities:**

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, knee or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

### **HAZARDS:**

None identified.