Job Description: Teacher, Adult Education
Workplace Readiness

BASIC FUNCTION
Under the direction of the Principal of Adult Education or site administrator, the Workplace Readiness Teacher will instruct and provide related services to adult students attending the Twin Rivers Adult School, Workplace Readiness 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 by the student and are supportive of district goals.
- Develops partnerships, involving planning, implementation, and evaluation to focus on a shared definition of student success.
- Uses a myriad of instructional techniques and materials, which are appropriate for adult students.
- Supports existing relationships influencing student-learning outcomes.
- Demonstrates and promotes punctuality.
- Actively 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.
- Works collaboratively with community and business members to create course relevancy that aligns with the essential skills required to transition into the workplace.
- Attends and participates in program and district meetings.
- Supervises the proper use of equipment and facilitates with the student’s safety in mind.
- Actively participates in school/community related organizations.
- Actively represents Adult Education at community meetings and other business platforms.
- Utilizes superior communication skills to represent the Programs, facilitate participation among school personnel and students.
- Develops and coordinates with businesses to create opportunities for student employment and/ or possible externships.
- Demonstrates the ability to utilize 21st century technology to influence student learning.
- Coordinates and plans meetings that promote Twin Rivers Adult School and the district with businesses and community organizations.
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.
- Establish and maintain cooperative working relationships.
- Facilitate partnerships or collaborative initiatives.

EXPERIENCE & EDUCATION

Bachelor’s Degree or higher from an accredited college or university; three years of teaching experience; three years or more experience working collaboratively with community based organizations and business entities; experience presenting Adult Education programs to businesses and the community.

CREDENTIAL

Appropriate, valid California Standard Designated Subjects Adult Education Teaching Credential in Career Development.

WORKING CONDITIONS

Environment:

This position will include classroom environment, travelling and communicating with the community and business entities.

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.