



Metropolitan Education District Hourly Teacher - Evening

Location:	Metropolitan Education District (MetroED) Silicon Valley Adult Education (SVAE) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Principal Adult Education
Classification:	AFT; CTE Hourly Teacher
Date Approved:	06/1996
Date Revised:	
Position Control:	145001, 145006, 145007, 145009, 145010, 145015, 145016, 145017, 145019, 145021, 145022, 145023 Salary Schedule 1, Range 1, Work Year 175 Days

POSITION DESCRIPTION:

Under Supervision of designated administrator develops and facilitates effective instruction; evaluates progress; maintains proper classroom control and creates a supportive learning environment; assists in curriculum development.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Develops and presents lessons that demonstrate planning and preparation that are consistent with the approved course of study
- Develops and presents lessons with performance objectives/competencies that are understood by the students and are supportive of agency goals
- Evaluates student progress based primarily on achievement objectives/competencies
- Uses a variety of instructional techniques and materials which are appropriate to the course and to adult students
- Maintains current and accurate records of student's 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 agency meetings
- Maintains the proper use of equipment and facilities with the student's safety in mind.
- Treats students with courtesy and respect
- Demonstrates an awareness of student's social, psychological, emotional and academic needs
- Shares ideas, techniques and materials as appropriate with other staff members
- Demonstrates willingness to offer and receive suggestions
- Cooperates in the use and care of all equipment and materials
- Maintains current knowledge of available instructional materials
- Keeps informed of social, political and economic developments in the school district community. Demonstrates an awareness and sensitivity of the socio-economic and ethnic make-up of the community
- Has knowledge of the functions of the various community agencies including referral services. 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 CTE and adult education

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Essential Functions (continued):

- Maintains proper control and preserves a suitable learning environment
- Makes periodic evaluation of the subject(s) taught
- Attends conferences and reads professional educational material/literature
- Depending on the assignments, hourly certificated may be involved in extra-curricular activities with students

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

Education and Credentials:

Possess or be eligible for a CA Career Technical Education (CTE) Credential, in the subject area

Evaluation:

Evaluation will be based upon success in meeting listed duties, and professional qualities as applicable. Please see appropriate article in AFT contract.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signature: _____