

**Metropolitan Education District  
Hourly Teacher**



<b>Location:</b>	<b>Metropolitan Education District (MetroED) Silicon Valley Adult Education (SVAE) 760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>Principal; SVAE</b>
<b>Classification:</b>	<b>AFT Hourly Teacher</b>
<b>Date Approved:</b>	<b>06/1996</b>
<b>Date Revised:</b>	
<b>Position Control:</b>	<b>141103, 141105, 141108, 141109, 141111, 141112, 141114, 141116, 141117, 141119, 141122, 141128, 141129, 141130, 141132, 141133, 141134, 141136, 141137, 141138, 141139, 141140, 141144, 141149, 141162, 141164, 141165, 141166, 141167 Salary Schedule 1, Range 1, Work Year 175 Days</b>

**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

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- Has knowledge of the functions of the various community agencies including referral services. Actively participates in school/community related organizations.

### **Essential Functions (continued):**

- Promotes community responsibility among students
- Helps to inform the community of the services and educational opportunities available through CTE and adult education
- 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 Designated Subject Adult Ed or CTE credential in the appropriate 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

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_