

MILPITAS ADULT EDUCATION PROGRAMS

ADULT ED TEACHER

JOB DESCRIPTION

- I. Qualifications:
 - A. Required: Appropriate subject area credential as specified by state law

- II. Primary Function
 - A. To develop in the students the skills, knowledge, concepts, principles, appreciation and attitudes necessary to achieve personal educational, and/or vocational goals in order to function effectively within society.

- III. Areas of Responsibility

In order to maintain an appropriate learning environment, the effective classroom teacher recognizes the importance of the following skills:

 - A. Classroom Management
 1. Maintaining classroom control and appropriate student behavior.
 2. Recognizing and respecting adult students' individual differences, needs and abilities.
 3. Adhering to educational and/or site or other collaborating agencies' policies.
 4. Assuming responsibility for assigned equipment, materials and facilities.
 5. Accurately completing attendance, enrollment, assessment, etc., and responsibilities as outlined by policy.

 - B. Curriculum
 1. Providing a sound, quality instructional program as outlined in course descriptions, blue prints, goals, objectives, and State Model Standards.
 2. Determining, developing and implementing new programs based on changing student and/or program needs.
 3. Effectively evaluating student performance and/or progress.

 - C. Interpersonal Relations
 1. Exhibiting behavior and human qualities towards students that are consistent with the principles of a democratic and humane society.
 2. Working cooperatively with all staff to create a harmonious work environment and toward the resolution of mutual concerns.

 - D. Professional Growth
 1. Maintaining professional competence through active participation in in-service education activities, conferences, and/or workshops which are made available.
 2. Ensuring the completion of those activities and/or classes required to maintain a clear and valid teaching credential.

 - E. Other Duties
 1. Participating in those duties that are shared in common with the teaching staff and/or custodial and clerical personnel.