



## **ADULT EDUCATION INSTRUCTOR - CERTIFICATED**

### **POSITION DESCRIPTION**

#### **GENERAL FUNCTIONS:**

Under the supervision of the Program Supervisor or Program Administrator(s), the Adult Education Instructor has direct responsibility for the development, implementation, management, and instruction of the assigned adult education course.

#### **ESSENTIAL FUNCTIONS:**

- Become familiar with policies and procedures that relate to their school duties. Assigned activities shall be conducted in conformity with Board policies and administrative regulations, the rules and regulations of the state department of education, and the state law as found in the education code.
- Plan, organize, and effectively use instructional time to maximize student learning (identify daily objectives, use course outlines to guide learning).
- Provide instruction that reflects the goals and objectives of the class, program, school, and district where appropriate.
- Use a variety of teaching materials and techniques that are based on the needs and capabilities of individuals or learner groups.
- Continuously evaluate learner progress and use assessment information to give student feedback, plan, and modify instruction.
- Continuously evaluates their professional effectiveness in areas of curriculum, classroom performance, and teacher-student, staff, and community relationships. Such evaluation shall be through self observation and other means of self study in order to determine the degree to which they are maintaining or changing their professional competence and in order to set goals for further improvement.
- Develop and maintain a learning environment appropriate for adult learners.
- Take necessary and reasonable precautions to provide a safe environment for learners.
- Provide a supportive environment that fosters learner participation and interaction.
- Assist in the selection of books, equipment, and other instructional materials.
- Maintain and submit records and forms as required by law, school policy, and administrative regulations: (e.g. attendance, accountability procedures, course outlines, credentialing).
- Attend and participate in staff, department, and district meetings when requested.
- Continue to keep abreast of new developments and trends in their teaching field and seek out creative educational practices and programs to design to improve the quality of the educational experience of their students.

- Perform related duties as assigned.

**QUALIFICATIONS REQUIRED:**

California Adult Education Teaching Credential, California Career and Technical Education Teaching Credential, California Standard Elementary Teaching Credential or California Standard Secondary Education Teaching Credential

**NONDISCRIMINATION STATEMENT:**

*Santa Clara Unified School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, gender identity, or gender expression), mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.*

*Board Approved 2/16*

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