



FREMONT UNION HIGH SCHOOL DISTRICT

Job Description: Classroom Teacher – Adult Education

Teacher of English Language Learner (ESL/ELL), Career and Technical Education (CTE), Active Adults (AA), Parent Education (PE), Community Enrichment (CE).

1. MINIMUM QUALIFICATIONS

- A. **California Credential:** General Secondary, Standard Secondary, or Ryan Single Subject in subject area, CTE in subject area, Adult Education in subject area.
- B. **Non-Credentialed:** Experience in subject matter.
- C. **Education:** Bachelor's Degree or Equivalent Training.
- D. **Personal Qualification:** Displays an attitude toward subject areas and students conducive to a positive learning atmosphere. Understand and work effectively with people from different cultures.
- E. **Knowledge of:** Basic uses of technology and integration, Acceptable use of technology.

1. ESSENTIAL JOB FUNCTIONS

Under the direction of the principal/designee, the classroom teacher shall develop in the student the skills, knowledge, concepts, generalizations, principles, appreciations, and attitudes that are necessary to meet the district/site vision and goals as well as the anticipated student outcomes for the course.

2. DUTIES AND

RESPONSIBILITIES

A. Classroom

- 1. Assess individual student needs.
- 2. Establish goals and objectives that address student needs.
- 3. Develop lesson plans and appropriate instructional aids.
- 4. Perform basic attendance accounting and grade reporting.
- 5. Classroom environment:
 - a. Maintain a classroom environment conducive to learning.
 - b. Encourage good citizenship and communication skills.
- 6. Teach all courses within the framework of the student outcomes approved by the District/Site.

2. Methods:
 - a. Adjust flexible strategies and behaviors to the situation and student needs.
 - b. Demonstrate respect for the student.
1. Evaluation:
 - a. Evaluate the student's progress in the subject area in both formative and summative formats.
 - b. Make the student aware of the procedure used in the evaluation of his/her progress.
 - c. Utilize student feedback to evaluate effectiveness of instruction.

B. Curriculum and Instruction

1. Establish a positive role in the development and evaluation of the subject-area curriculum.
2. Maintain professional competency in the subject area.
3. Integrate technology into daily curriculum.
4. Collaborate effectively with colleagues to improve curriculum and
5. Instruction.

C. Interpersonal Relations

1. Demonstrate cooperative efforts in working with staff toward the resolution of mutual concerns.
2. Establish positive interaction with students, support staff, colleagues, parents, community, and private organizations.

D. Related Duties

1. Effectively provide participation in departmental functions, such as encouraging departmental-related student activities/ organizations, completing inventories, maintaining student records, and requisitioning supplies and materials.
2. Instruct in the distribution, appropriate use, and collection of non-consumable supplies, materials, and equipment with the proper notification when damages occur.

E. State Laws and District Policies/Regulations

The teacher will uphold the state laws, district policies/regulations, and local school regulations adopted to meet state and district policies.