

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2301
Instructional

FLSA: Exempt

TEACHER, ADULT EDUCATION

MAJOR FUNCTION:

Working within the Adult General Education Program, this is an instructional position with responsibility for guiding and directing the learning experiences of adult students in a group or class. Works with adult students in Adult Basic Education (ABE)/ General Education Development (GED), English Speakers of Other Languages (ESOL), High School Credit (HSC) and adults with disabilities.

DUTIES AND RESPONSIBILITIES:

- Teaches students knowledge, skills and concepts.
- Identifies long-range goals and specific objectives and plans a program for individualized and group instruction.
- Prepares, administers, and corrects student assessments and records results; evaluates student achievements and develops individualized learning prescriptions.
- Plans lessons so that students become involved in learning and decision-making related to curriculum choices.
- Maintains a classroom that recognizes respect for both teacher and student; motivates students in an atmosphere of respect and freedom.
- Holds conferences with students regarding their academic needs and progress.
- Maintains student registration, attendance, assessment records and reports all student performance data as required by School Board policy and Florida Department of Education (FLDOE) requirements
- Applies knowledge of cultural diversity to classroom interactions.
- Attends classes, seminars, etc., to provide for professional growth and keeps abreast of the latest instructional methods and techniques.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from a fully accredited college or university. Possession of, or eligibility for, a Florida teaching certificate in an academic area.

ISSUED: 2/29/08

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				