

# CITY OF AUGUSTA

## Department of Public Schools

### JOB DESCRIPTION

**TITLE:** Adult Education Instructor- Academic Classes

**REPORTS TO:** Director of Adult Education

**JOB GOAL:** To provide instructions to students enrolled in adult & community education

### **QUALIFICATIONS:**

1. Bachelor's Degree
2. Department of Education Adult Education endorsement or DOE (7-12) Teaching endorsement (or ability to obtain)
3. Prior Teaching experience in Adult Education preferred

### **PERFORMANCE RESPONSIBILITIES:**

1. Establish procedures for maintaining active participation in the class.
2. Observe, assess and document students' performance.
3. Prepare materials and classrooms for class activities.
4. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
5. Initiate, facilitate, and moderate classroom discussions.
6. Keep current with developments in the field by reading current literature, participating in professional organizations, coursework and conferences.
7. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
8. Instruct students individually and in groups, using various teaching methods.
9. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
10. Use technology and other equipment and materials to supplement presentations.
11. Perform all other related duties as assigned by the Director of Adult Education.

### **TERMS OF EMPLOYMENT:**

Non-represented position, hours per week based on course schedule. Full time instructors are benefit eligible. Pay rate based on degree and certification.

Evaluation: Performance for this position will be evaluated annually by the Adult Education Director based on the role description and on goals established on a yearly basis.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

**Approved by:** \_\_\_\_\_  
Superintendent of Schools

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