

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Adult Education Instructor- ESOL/ELA

REPORTS TO: Director of Adult Education

JOB GOAL: To provide instructions to students enrolled in literacy classes at adult & community education

QUALIFICATIONS:

- 1) Bachelor's Degree or higher
2. Maine Adult Education Teacher certification or eligible for conditional certification.
3. Prior Teaching experience in Adult Education preferred

PERFORMANCE RESPONSIBILITIES:

- 1) Provide literacy leadership by supporting the Director and Academic Coordinator in analyzing and using student data to identify needs, set and prioritize long- and short-range curriculum goals, and provide staff development to strengthen core instruction
- 2) Provide literacy instruction for High School Diploma, HiSET, and ELL students
- 3) Track multiple indicators to assess the effectiveness of instruction, training, mentoring and guidance
- 4) Collaborate with staff to create, model and support targeted literacy instruction for students
- 5) Coordinate and manage literacy materials
- 6) Collaborate with partner organization to help promote education in the Augusta Community

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: _____