

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Adult Education Instructor- Computer Science

REPORTS TO: Director of Adult Education

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

QUALIFICATIONS:

1. Bachelor's Degree or higher in computer science
2. Department of Education Adult Education endorsement or be eligible for conditional certification.
3. CHRC approved
4. Ability to navigate Learning Management Systems, Google Suite, Student Information Systems, and Microsoft Office Suite
5. Self-driven, positive, creative and passionate about education

PERFORMANCE RESPONSIBILITIES:

1. Provide instruction in digital literacy and computer science courses
2. Establish procedures for maintaining active participation in the class.
3. Support Augusta Adult Education's vision for online and blended learning.
4. Prepare materials and classrooms for class activities.
5. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
6. Initiate, facilitate, and moderate classroom discussions.
7. Keep current with developments in the field by reading current literature, participating in professional organizations, coursework and conferences.
8. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
9. Instruct students individually and in groups, using various teaching methods.
10. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
11. Support the Director and Academic Coordinator in analyzing and using student data to identify needs, set and prioritize long- and short-range curriculum goals.
12. Provide staff development to strengthen core instruction.
13. Track multiple indicator to assess the effectiveness of instruction training, mentoring and guidance,
14. Collaborate with staff to create, model, and support targeted digital literacy components in all instruction for students.

15. Collaborate with partner organizations to help promote education in the Augusta Community.

16. 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. Salary 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: _____