



NEW:  
07/01/2012

JOB TITLE:	ADULT EDUCATION TEACHER
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	6101
BARGAINING UNIT:	SUBW

#### SCOPE OF RESPONSIBILITIES

Assists in the implementation of the Adult and Continuing Education Program by providing instruction to all persons age 16 or over; provides comprehensive evaluation and instructional program to meet the needs of the students; plans and coordinates classroom program in compliance with federal, state, and local directives; explains purpose of specific program to interested persons.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Using state and federal directives, plans a program of work to meet the needs and interests of the persons enrolled.

Conducts the program by providing instruction, counseling, and learning experiences to assist students in reaching their desired goals or objectives.

Assists students in their personal endeavors to improve their educational levels and standards of living.

Maintains frequent contacts with students while away from the classroom to provide assistance in their learning experiences.

Provides continuous evaluation of students' achievement in the program.

Promotes program, interprets purpose of program to potential students/clients and interested persons in the community.

Maintains records and reports on programs.

Interprets the program to civic groups, organizations and community.

Performs other duties as assigned by the Director/Designee

#### PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Kentucky Teacher Certification in the subject areas of instruction

#### DESIRABLE QUALIFICATIONS

Demonstrated successful classroom teaching experiences

Demonstrated successful experience in working with adults

Some graduate work in major field of study