

## **GORHAM SCHOOL DEPARTMENT**

**TITLE:** Lead Adult Education Teacher/ABE Coordinator

### **QUALIFICATIONS:**

1. Bachelor's Degree preferably in Secondary Education or Adult Education
2. Maine Department of Education certification as an Adult Education Teacher of English or Math
3. Experience working with at-risk individuals
4. Such alternatives to the above qualifications as the Director may find appropriate and acceptable.

**REPORTS TO:** Director of Adult Education

**JOB GOAL:** To provide academic instruction and coordinate programming for adults who wish to improve their academic skills, obtain a high school diploma or transition to college.

### **RESPONSIBILITIES:**

1. Meets with students to discuss options, determines initial goals and orients students to the program.
2. Administers placement tests (CASAS and GED practice tests) to determine appropriate placement and to document prior learning.
3. Monitors testing schedules and ensures that assessments of learning occur as mandated by the state testing policy;
4. Coordinates academic services with other aspects of the program.
5. Provides individualized instruction in one-to-one, small group and classroom settings and academic instruction across all levels .
6. Assesses for learning on a regular basis and uses data to refine teaching strategies;
7. Assists students to develop academic plans based on their skills, interests, and goals; monitors students' goal plans and assists students in updating plans.
8. Maintains academic records and provides monthly statistics for MAEMIS;
9. Develops curricula that supports students' needs and assists the Director in developing and implementing staff development
10. Coordinates and facilitates teacher meetings and assists the Director in supporting those teachers.

11. Performs additional responsibilities as assigned by the Adult Education Director.

**WORK YEAR:** Twelve-month year. Salary and benefits to be established by the School Committee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012