

GORHAM SCHOOL DEPARTMENT

TITLE: Adult Education Teacher – Per Diem

QUALIFICATIONS:

1. Bachelor's Degree preferably in Secondary Education or Adult Education; and/or
2. Maine Department of Education certification as an Adult Education Teacher for math, English or social studies (24 credit hours in subject taught and completion of Praxis)
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 support for adults who wish to improve their academic skills, obtain a high school diploma or transition to college.

RESPONSIBILITIES:

1. Administers standardized tests to determine appropriate placement and progress toward learning goals.
2. Assesses for learning on a regular basis and uses data to refine teaching strategies.
3. Provides instruction in one-to-one, small group and classroom settings.
4. Assists students to develop academic plans based on their skills, interests, and goals; monitors students' goal plan and assists students in updating plans.
5. Maintains academic records.
6. Performs additional responsibilities as assigned by the Adult Education Director.

WORK YEAR: Ten-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

