

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Adult Education Instructor
Job Class Code: 7312
Pay Scale: per salary schedule

Reports to: FRYSC Director
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- This position is responsible for the implementation of basic education instruction to adult students.
- Under minimum supervision, conducts instruction as specified in ABE program curriculum guide and handbook.
- With the assistance of the supervisor, plans a program of study that meets the individual needs, interests, and abilities of the adult student.
- Maintains a classroom environment that is conducive to learning.
- Uses a variety of instructional methods and techniques.
- Meets and instructs classes as designated.
- Prepares for all classes assigned.
- Determines the correct entry level of students.
- Evaluates student progress regularly.
- Registers and orientates students.
- Maintains accurate, complete, and up-to-date records.
- Uses instructional materials wisely.
- Counsels with students regarding instruction and program services.
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree required.
Certification/Licensure: N/A
Experience: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.