

YUBA COUNTY OFFICE OF EDUCATION  
Certificated Job Description

ADULT EDUCATION TEACHER

DEFINITION:

Under the direction of the assigned Principal, the Adult Education Teacher provides individual and group instruction in literacy, academic subjects in preparation for High School Equivalency tests, and other selected subjects to meet the needs of adult students, and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Principal

SUPERVISION OVER:

None; provide assistance and guidance to other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides student information to staff, agencies and other authorities as requested.
- Prepares and modifies lesson plans, unit plans, materials for all academic subjects based upon student needs.
- Communicate with and assist paraeducator(s) regarding curriculum implementation, classroom management and other duties.
- Grades all assignments for all academic subjects for adult education.
- Tutors students in all academic subjects for adult education.
- Applies appropriate teaching strategies consistent with the students' needs and adheres to the Site initiatives and adopted curriculum.
- Administers school-wide assessments and uses information to inform lesson plans and instruction.
- Identifies student academic level and learning style. Monitors and ensures assigned students are making educational progress. Provides constructive feedback to students in a timely manner.
- Helps students meet necessary goals and qualify to successfully complete all sections of their GED. Prepare students to take the GED exam.
- Provides broad professional support and evaluates the learning progress in meeting the educational needs that prepare the students socially, emotionally, personally and intellectually.
- Prepares, maintains and submits timely and accurate records, reports, files and documentation, including but not limited to, attendance records, student progress reports, report cards, and prepares county and/or state reports as assigned and/or required.
- Collaborates with the supervisor and staff regularly regarding student academic and social progress, including working within Professional Learning Communities.
- Supervises students in out-of-class activities during the school day or whenever on duty and the students are under the jurisdiction of the school.
- Serves as a liaison between County Office and administrators, personnel, probation and outside organizations or the public concerning assigned area.
- Participates in required school and district-sponsored professional development activities.

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MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Bachelor's Degree from an accredited four-year college or university; Master's Degree preferred.
- Possession of, or ability to obtain, an appropriate valid California teaching credential.
- Two years successful teaching experience as a classroom teacher.
- Teaching experience in Adult Education preferred.

Knowledge of:

- Current educational best practices through learning, practicing and reflecting in order to remain a lifelong learner.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Adult Education and General Education content areas and the school/program's scope and sequence to develop lessons using various digital tools and/or resources.
- Different teaching models (advanced organizers, concept attainment, concept formation, cooperative learning, project-based learning, inquiry, cognitively guided instruction, etc.) to personalize and guide student learning.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Maintain standards of professionalism and abide by the tenets of the "Code of Ethics of the Teaching Profession" of the State of California and the California Standards for the Teaching Profession.
- Improves teaching effectiveness by responding to supervisor's performance evaluation recommendations and by participating in required school and district-sponsored professional development activities.
- Uses instructional time effectively; maintains an appropriate physical environment and appropriate individual, class and program records.
- Adapt to new technologies and keep technical skills up to date.
- Identify and resolve problems in a timely manner and work well in group problem solving situations.
- Communicate effectively in both oral and written form; read, understand and follow instructions.
- Exhibit tact and consideration; work cooperatively in group situations.
- Balance team and individual responsibilities; exhibit objectivity and openness to others' views; contribute to building a positive team spirit; support everyone's efforts to succeed.
- Encourage open communication; maintain objectivity; keep emotions under control; use negotiation skills to resolve conflicts.
- Demonstrate respect and sensitivity for cultural differences; educate others on the value of diversity; promote a harassment-free environment.

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- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.
- Follow policies and procedures; complete tasks correctly and on time; support organization's goals and values.
- Adapt to changes in the work environment and deal with frequent change, delays, or unexpected events.
- Take initiative and undertake self-development activities; ask for and offers help when needed.
- Observe safety and security procedures; determine appropriate action beyond guidelines; report potentially unsafe conditions.
- Actively contribute to and collaborate with colleagues.
- Attend and participate in program activities.
- Understand and impact the independent study program and community.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing while using a step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Requires two or more persons to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Licenses and Certificates:

- Valid California Teaching Credential which authorizes teaching of assigned subjects to adult learners
- Valid California English Learner Authorization (e.g., CLAD, BCLAD, CCSD)
- Valid California Driver's License
- Provide proof of automobile insurance, if driving personal vehicle for work.
- Crisis Prevention Intervention (CPI) or equivalent Certificate

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Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Certificated  
Salary Range: Certificated Salary Schedule  
Approval Date: June 2, 2023