

RESOURCE TEACHER - ADULT EDUCATION

DEFINITION

To assist in the design and implementation of the instructional program of the division of adult education, including its specially-funded projects and other programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the director of adult education or designee.

Exercises technical and functional supervision over classified employees in the instructional project(s) or program to which assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provide project-related instructional resource assistance.

Assist in the preparation of adult education course outlines, notes and suggestions.

Assist in the selection of textbooks and other instructional media materials.

Organize and conduct project-related in-service workshops for adult education teachers and staff.

Prepare reports, maintain data, and facilitate daily operations of project(s) or program to which assigned.

Monitor projects and associated budgets; maintain accurate files and records.

Establish and participate in a network of resource personnel, district to national level, as needed.

Establish and maintain a reference supply of project-related pamphlets, catalogs, and other resource documents.

Perform other duties related to this position.

QUALIFICATIONS

Knowledge of:

Techniques and principles of curriculum development, testing and teaching adult students.

Principles and methods of staff development.

Sweetwater Union High School District
Resources Teacher - Adult Education (Continued)

Knowledge of:

Budget monitoring procedures.

Applicable federal, state and local laws, regulations and procedures.

General school district policies, rules and regulations.

Ability to:

Assist in the development of adult education curricula.

Develop and present staff in-service programs.

Monitor project budget(s).

Analyze and interpret data; prepare and present oral and written reports and findings to a diverse audience; effectively represent the school district and project(s) or program area of assignment.

Learn, interpret and correctly apply district policies, rules and regulations.

Establish and maintain cooperative professional working relationships in the performance of position responsibilities.

Education and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of successful teaching experience at the secondary or adult school level.

Training:

Bachelor's degree from an accredited college or university with major emphasis in education or a field related to project(s) or program area of assignment.

License or Certificate

Possession of, or ability to obtain, a credential authorizing teaching at the adult school level.