Job Title: Adult Education Teacher  
Job Code: 10214

**JOB SUMMARY**

The Adult Education Teacher is responsible for classroom instruction and evaluating students' progress in attaining goals and objectives.

**MAJOR DUTIES**

- Prepares lesson plans for classroom instruction and obtains or prepares instructional materials for classroom use;
- Provides learner guidance to students;
- Evaluates students' ongoing progress and performance in attaining goals and objectives;
- Promotes the adult education program to public and private organizations through the Service Delivery Area of the college;
- Participates in EAGLE competition;
- Prepares and maintains all required documentation and administrative reports;
- Plans, organizes and participates in staff development and team conferences;
- Maintains a secure classroom environment;
- Recruits, supervises and directs classroom volunteers. Coordinates schedule for teacher substitutes and volunteers; and
- Assists with recruitment, retention and job placement efforts.

**COMPETENCIES**

- Skill in the use of computers and job related software
- Skill in oral and written communication
- Skill in interpersonal relations
- Ability to adapt instructional material to fit all learning styles
- Ability to maintain accurate records
- Knowledge of effective instructional methods for adult learners
- Knowledge of community needs within Service Delivery Area

**MINIMUM QUALIFICATIONS**

Completion of a bachelor's degree from a college or university

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.