



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Adult Basic Education Teacher
<i>Payroll/Personnel Type:</i>	Part-Time Employee
<i>Reports to:</i>	Supervisor of Adult Education and Literacy

Position Summary:

The AEL Instructor provides students with a program of study that teaches High School Equivalency Skills, meets the individual needs, interests and abilities of students, and develops employability skills.

Essential Functions:

- Supervises all students assigned in instructional activities
- Meets and instructs assigned classes in the locations and at the times designated
- Plans and develops curriculum to meet competency requirements for the academic areas
- Develops and adapts instructional materials and experiences to meet individual student needs, aptitudes and interests
- Assesses and records student accomplishments on a regular basis through an approved DESE format
- Maintains accurate attendance, progress, and enrollment records on students and follows Adult Education and Literacy procedures for reporting student attendance
- Teaches and enforces safety policies and practices required by federal and state laws, the school district and the department
- Develops and implements a variety of teaching strategies
- Establishes and maintains an effective climate for learning
- Supervises tutors, when assigned
- Serves as positive role model and leader for students to follow
- Attends and participates in professional development and staff meetings
- Follows District's policies and procedures as adopted by the Board of Education
- Communicates regularly with contacts and field staff
- As part of the program evaluation process, maintains a Program Recruitment and Retention Plan
- Performs other duties and responsibilities as assigned
- Proficient in the computer-related programs, such as Microsoft Office Suite, and Adobe
- Able to teach a wide range of class content that includes: Math, Language Arts-Reading and Writing, Science, Social Studies and computer skills.

Experience:

- Minimum of a Bachelor's Degree from an accredited college or university.

Education:

- Able to obtain an Adult Education and Literacy Teacher Certificate.



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Knowledge, Skills, and Abilities:

- Must put the interests of students first, set high expectations and demand high quality performance.
- Skilled in guiding adult learners
- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret instructions furnished in written or oral form.
- Ability to effectively work and interact with others.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

	Date		Date
Employee		Immediate Supervisor	

	Date
Human Resources	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.