Independent School District 518
Worthington, MN 56187
JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Adult Basic Education Teacher	**Department:** Community Education
Immediate Supervisor: ABE Manager	**FLSA Status:** Non-Exempt
Job Summary: Responsible for all aspects of the English language classroom/GED classroom, including the facilitation of student learning, program development, recordkeeping, and reporting.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilitation of Student Learning

- Facilitate learning for students in an ESL/GED class
- Assess the individual student's particular learning needs/interests
- Plan lessons that address identified student needs and interests
- Present the students with a variety of choices of learning resources
- Assist the students in connecting classroom activities to real world experiences
- Adapt teaching methods to accommodate the unique learning styles of the individual students
- Create a flexible classroom environment that is conducive to adult learning
- Assist the students in debriefing and evaluating their personal learning experiences
- Direct classroom volunteers in activities that aid in student learning

Professional Development

- Attend and actively participate in ABE staff meetings, regional and statewide workshops
- Establish annual individual and program development objectives
- Actively seek information and workshop experiences to meet personal training needs
- Maintain a valid Minnesota teaching license

Recordkeeping/Reporting

- Participate in student orientation
- Assist students in completing student intake process
- Administer CASAS post-tests at specified times throughout the program year
- Maintain an accurate record of student attendance hours
- Complete monthly reports in a timely manner
- Verify accuracy of student records
- Keep accurate personal work records through Time Clock Plus time clock system

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma			BA/BS Degree in Education licensure requirements current, valid MN teaching license.
	High school diploma or GED.			Major field of study or degree emphasis:
	1 year college		2 years college	
	3 years college	x	4 years college	
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training:

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Adult Basic Education Teaching license issued by the MN Department of Education preferred.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: ● Ability to make decisions and act within the district and building policies, procedures, and guidelines. ● Ability to work independently. ● Ability to meet the needs of diverse learners, deal with classroom management, paperwork and implement district, state, and federal mandates. ● Ability to plan and implement promotional programs. ● Strong communication and interpersonal skills with demonstrated ability to work effectively with students, para, and other teachers ● Ability to incorporate available technology into teaching and classroom activities ● Organizational skills

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees

TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	**Total: 0**

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*	**Unusual or hazardous working conditions related to performance of duties:** Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand			x	
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear		x		
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.