

TEACHER
Adult Basic Education

QUALIFICATIONS:

1. Possess a valid Minnesota Teaching License. A contracted teacher must possess ABE licensure.
2. Professional education background and training which reflect an understanding and knowledge of the principles of adult literacy instruction.
3. Experience teaching adults in lab and classroom settings.
4. Experience with computers and other forms of instructional technology.
5. Knowledge of testing and measurement of adult learning including authentic assessment techniques.
6. Knowledge of curriculum alternatives and best practices for adult literacy instruction.
7. Proficiency in oral and written communication skills.
8. Knowledge of community resources.
9. Flexibility in scheduling: sites, days, and hours.

DUTIES:

1. Use best practices in instruction of adult learners.
2. Use a variety of instructional techniques to address diverse needs and goals of adult learners.
3. Assess and evaluate student achievement according to accepted measurement criteria.
4. Design and develop supplemental materials as needed for curriculum.
5. Participate in curriculum design for program, including the use of technology.
6. Survey needs, report problems, and make recommendations for the Center/site.
7. Use technology in a timely manner for communication, information, & data collection.
8. Promote ABE and recruitment of students.
9. Keep informed of research and new developments in adult literacy education.
10. Attend staff development activities offered by the district, State of Minnesota, and ABE program as required.
11. Complete required reports accurately and submit promptly.
12. Assist in dissemination of program information and project results through articles, presentations, and workshops as requested.
13. Make appropriate referrals for learners to the ABE/LD staff, to the counselor, and community agencies.
14. Work with the Volunteer Coordinator in providing tutorial support.
15. Participate in a Professional Learning Community (PLC).
16. Serve on working committees.
17. Collaborate with colleagues on an instructional team.