

TITLE: TEACHER (Adult Education Transition Specialist – Part-Time)

FLSA: Exempt

QUALIFICATIONS:

1. Bachelor Degree or higher from an accredited educational institute.
2. Hold or be eligible for certification by the State of Florida in the appropriate subject area and level.
3. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Supervisor, CTE and Adult Education

JOB GOAL:

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with District philosophy, goals, and objectives.

PERFORMANCE RESPONSIBILITIES: * Essential Performance Responsibilities

- * 1. Coordinate and monitor 16/17 year old program.
- * 2. Conduct orientation for new Adult General Education (AGE) students.
- * 3. Plan, schedule, and administer TABE 11/12 and/or CASAS pre and post testing for all Adult Ed students.
- * 4. Setup accounts for Adult Ed students in various curriculum and assessment products.
- * 5. Monitor use of online curriculum products and report to program administrator.
- * 6. Identify resources for employability skills development and career skills development.
- * 7. Conduct mini workshops on resume building and interview skills.
- * 8. Work with Career and Assessment Specialist on bridge to IET (CTE) programs.
- * 9. Work with the school secretary to order program materials.
- * 10. Monitor enrollment and attendance and report to program administrator.
- * 11. Assist AEC classes in the use of career planning platform(s).
- * 12. Coordinate guest speakers from postsecondary institutions.
- * 13. Coordinate with CareerSource Central Florida on youth program and employment opportunities for students.
- * 14. Coordinate scholarship program.
- * 15. Assist administrators with marketing opportunities for AGE programs.
- * 16. Maintain regular communication with instructors to identify any issues or needs.
- * 17. Plan and execute graduation ceremonies.
- * 18. Attend trainings as needed.
- * 19. Run and share data reports with office staff for all testing platforms.
- * 20. Coordinate with Corrections Programs Manager to manage Correction's student enrollment and testing.
- * 21. Assist administrators with teacher professional development.
- * 22. Other duties as assigned by program administrator

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.