

TITLE: TEACHER (Adult Education Career and Assessment 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

<u>JOB GOAL:</u>	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.
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PERFORMANCE RESPONSIBILITIES: * Essential Performance Responsibilities

- * 1. Assist in development of Post-Secondary Adult Vocational (PSAV) and Continuing Education courses and programs using FLDOE curriculum frameworks.
- * 2. Market PSAV and Continuing Education courses and programs.
- * 3. Develop advisory groups for PSAV and coordinate meetings and activities.
- * 4. Work with instructors of career courses to develop curriculum and identify instructional resources.
- * 5. Work with the school secretary to order program materials.
- * 6. Work with authorizing agencies to ensure programs are state-certified when applicable.
- * 7. Work with office staff on data and documentation of career course hours, certifications, and other requirements.
- * 8. Coordinate activities of Post-Secondary Adult Vocational and Continuing Education courses and programs.
- * 9. Coordinate and administer Basic Skills Examinations or PSAV students.
- * 10. Provide resources and monitor post-testing for PSAV students who do not pass Basic Skills Examinations.
- * 11. Maintain regular communication with instructors to identify any issues or needs.
- * 12. Schedule and proctor industry credential testing for Adult Ed PSAV students. (Example: C.N.A.)
- * 13. Serve as a GED test administrator.
- * 14. Work with administration to set GED testing calendar and produce GED testing reports.
- * 15. Assist administration with Adult Education Center graduation ceremonies for all programs.
- * 16. Monitor and complete registration checklist for PSAV programs (C.N.A and HVAC)
- * 17. Attend trainings and professional development as needed.
- 18. 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.