

**Special Projects Teacher
(Adult Education)**

DEFINITION:

Under the direction of the Alternative Education principal and assistant principal, assist with the planning and coordination of an identified program(s) according to State and District guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the leadership of the overall Adult Ed program assigned; help interpret and implement the District approved program; assist in providing for appropriate facilities, equipment and supplies.
- Consult with teachers on matters regarding instruction; may provide guidance to teaching staff in the implementation of State standards and curriculum as necessary to meet the needs of students/adults, specifically English learner students/adults in order to best prepare them for the work force.
- Work directly with the English learner teachers to enhance student and adult literacy.
- Assist in the responsibility of the entire operational effectiveness of the identified program(s); assist in the planning, supervision and direction of the program with District policy and procedures; may help oversee program budget planning, expenditure control process and grant compliance.
- Assist in the communications regarding Adult Education programs assigned; help administration interpret, support, and implement District and State policies and procedures.
- Work directly with the Alternative Education administrators, instructional and support staff in improving teaching in subject area(s) assigned, if applicable.
- Conduct ongoing evaluation of all program components to ensure the effectiveness of the program, making appropriate changes to improve the services and support provided as needed; assist with the written evaluation of the program, as required.
- May provide support for grant applications and assist in the implementation of grant-related projects specifically for the Adult Education program.
- Maintain District standards fulfilling responsibilities and duties in a timely and efficient manner; accepting supervision and direction, promoting a professional image; maintaining confidentiality in professional relationships; adhering to all federal and state regulations, Education Code, District policies and District standards.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current principals and practices of Adult Education; federal, state and local laws relating to program assigned; principals, methods, techniques, etc. pertaining to teaching and instruction of students and English learner adults; behavior management techniques and methods; socio-economic and cultural background differences of the general school/District population(s); including letter and grant report writing; organization, collection and storage of data; office methods, practices and procedures.

Ability to:

Assist administration in planning and organizing; communicate effectively, both orally and in writing; establish and maintain effective working relationships; help analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision; manage multiple tasks; utilize technology as a means for various types of communication and record keeping. Demonstration of oral fluency in Spanish is a plus, but not required.

Experience:

Minimum of three years of successful school teaching.

Education:

Bachelor's degree required; Master's degree from an accredited college or university preferred.

Physical Performance Requirements

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Valid California teaching credential (Adult Education, single subject or multiple subjects). BCLAD or English Learner authorization depending on program assigned; Possession of a valid California driver's license, if required.

Board Approved: 10/9/12