

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Adult High School Teacher

Department: Instruction

Calendar: 10 months/200 days (may include non-traditional hours)

Grade: Teacher Salary Schedule

Job Description

Date Reviewed: June 2021

Reports To: School Administrator

Purpose of Job

To help students aged seventeen (17) and older learn subject matter and skills that will lead to a Tennessee High School diploma and contribute to their development as mature, able, and responsible men and women.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as a model for the district's mission, vision, and goals.
- Meets and instructs assigned classes in the locations and at the times designated.
- Creates and plans lessons according to the learning needs of culturally diverse and multi-skill level adult students; teaches basic reading, writing, social studies, science, math and computer to adults who may function below the 12th grade level.
- Monitors and assesses student progress on an ongoing basis; and collects, records and reports all necessary information related to students in a timely manner.
- Follows the program of study and personalized academic plans designed by school counselor that meets the individual needs, interests, and abilities of the students.
- Creates a school climates that encourages and is conducive to learning and appropriate to the maturity and interests of the students. Relates well to different groups of students of different ages and ability levels.
- Establishes clear outcomes for all content specific lessons and communicate the outcomes to students.
- Supports the program of study and personalized academic plans, using a variety of instructional delivery methods that include group or individualized instruction as well as computer programs.
- Assesses the progress of students on a regular basis and communicates with the school administration, counselor, student and/or parent about student progress.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct.

- Develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner. Communicates with School Administration when behavior is disruptive to the learning environment.
- Plans, supervises, and provides guidance for teacher aide(s), tutor(s), and volunteer(s), and cooperatively communicate with outside agencies regarding student support, if applicable.
- Analyzes and uses appropriate data to guide instruction and develop assessments.
- Supports students and/or parents with basic computer set-up, troubleshooting, navigation, and logistics questions.
- Responds to students and/or parents within 24-48 hours of inquiries via phone and/or email during the regular work week.
- Alerts school administrators of any concerns about student progress.
- Maintains a standard of performance and conduct as required by state, law, local board of education and community expectations.
- Provides detailed plans for School Administration including lessons, schedules and rules regarding classroom organization, procedures and individual student needs.
- Participates in and/or leads regularly scheduled meetings, school activities, orientations, information sessions, community events, intake process as requested, etc.
- Maintains professional competence through in-service education activities.
- Attends and participates in staff meetings, professional growth through in-service education activities, and serve on staff committees.
- Assists in budget preparation and in the selection of instructional supplies, materials and equipment that is needed to enhance student success.
- Establishes and sustains a collaborative work relationship with colleagues, staff, and district personnel.
- Maintains a clean a professional classroom environment that will be shared with other colleagues.

Additional Job Functions

Performs other duties as required.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Minimum Training and Experience Required to Perform Essential Job Functions:

- A Bachelor's degree from an accredited college or university.
- A valid Tennessee Teacher's Certificate with the appropriate endorsement.
- Training or coursework in teaching reading and/or math to adults

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures and activities of the adult education program and the school system as they pertain to the performance of duties related to the position. Ability to teach students of diverse abilities and backgrounds and overcome barriers to success in a multi-level class. Must have a strong desire to work with people from a broad range of backgrounds. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public and adult education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in

supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date