

## Adult Basic Education Teacher Job Description

### Qualifications:

Hold a valid West Virginia teaching certificate as set forth by the West Virginia State Board of Education in Minimum Standards for Licensure of West Virginia School Personnel or hold an Adult License endorsed for teaching Adult Basic Education.

Immediate Supervisor: Director of High Schools and Career-Technical Education

### Duties and Responsibilities:

1. Implement his/her program of study.
2. Foster a climate conducive to learning.
3. Utilize instructional management system that increases student learning and maximizes time on tasks.
4. Monitor student progress toward learning outcomes.
5. Maintain and upgrade his/her professional skills.
6. Promote and maintain positive student-teacher relationships.
7. Maintain professional work habits.
8. Complete six hours pre-service training as required by the West Virginia Department of Education.
9. Complete six hours in-service training annually as required by the West Virginia Department of Education.
10. Complete required reports within established time lines.
11. Use available technology in the implementation of the program.
12. Perform other job-related duties as assigned by the director of high schools and career-technical education.

### Term of Employment:

As specified in the Assignment Contract of Part-Time Teacher of Adult/Community Education classes.

### Evaluation:

One evaluation per year shall be made for part-time adult teachers.

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Jackson County Board of Education  
November 29, 2007