

# ADULT 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 the Licensure of West Virginia School Personnel or hold an Adult Permit for the field in which teaching will be done.

Immediate Supervisor: Director of Secondary Education

### Duties and Responsibilities:

1. Implement his/her program of study.
2. Foster a climate conducive to learning.
3. Utilize an 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. Perform other job-related duties as assigned by the director of secondary education.

### Term of Employment:

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

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Reference: State Board Policy 5311  
Jackson County Board of Education