

## Adult Education Teacher – Position Description

**Summary:** The adult education teacher works with adults who have enrolled with their children in the FACE program to build skills and create opportunities that will assist them in accomplishing their academic, family, work, and community member goals. The Adult Education Teacher works cooperatively with the FACE team to provide opportunities for parents and children to strengthen the parent and child relationship. The development of literacy and strong parent and child relationships is a focus for all FACE staff.

### ***Preparation to become a skilled FACE Adult Education Teacher:***

- Holds a B.A. or B.S. degree in education, preferably in secondary or adult education.
- Is knowledgeable about the characteristics of adult learners.
- Experience teaching all levels of adults, from very low-ability through college level is desirable. Past experience in the business sector is helpful.
- Is knowledgeable about learners' culture and language.
- Experience working with young children and families is preferred.

### ***Duties and Responsibilities of an Adult Education Teacher:***

- Develops, publicizes, and carries out a program of Adult Basic Education (ABE), General Educational Development (GED) training, and competency-based instruction for FACE program participants.
  - Maintains up-to-date files on each student. Prepares required reports and data collection.
  - Contributes to required monthly reports, end of the year report, and data collection.
  - Spends a minimum of 2½ hours each day in educational instruction.
  - Develops and maintains systematic records of each student's instructional plans and subsequent achievement.
  - Completes the CASAS/ECS system with each adult on entry into the program and upon exit or at the end of each school year to assess academic needs and achievements.
  - Uses the Equipped for the Future framework for instruction and curriculum.
  - Provides instruction through a variety of methods.
  - Maintains weekly and daily lesson plans.
  - Be knowledgeable and share information about community resources and further academic opportunities.
  - Arranges the classroom into learning areas with a wide range of materials that are organized and accessible to the students.
  - Assures program materials, equipment, and environment are kept clean, secure and free from clutter and vandalism.

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- Plans and facilitates the Parent Engagement, including PACT Time and Parent Time activities in the classroom, home and community, with the FACE team.
- Upon request, the adult education teacher provides adult education materials to parents/primary caregivers who are receiving home-based services. This service requires coordination with the parent educator.
- Fully participates in PACT Time daily.
- Meets weekly with the FACE team to plan and evaluate program services.
- Helps facilitate monthly Parent Group meetings.
- Assists in the work toward National Association for the Education of Young Children (NAEYC) accreditation for the program.
- Reports to the FACE Coordinator on all matters of importance related to FACE.
- Willing to attend professional development opportunities to increase their job skills.
- Meets other requirements as a faculty member of the school.

### ***Requirements for Hiring:***

- Obtains and maintains any other required certification, which may include first aid, CPR, food handler's permit, physical exam, tuberculin skin test, etc.
- Can travel to and attend required FACE trainings.
- Is competent in computer skills, including using electronic mail (e-mail), Internet, and basic word-processing.
- Is able to work well as a team member to develop the full potential of all participants and also be self-motivated.
- Is mature and sensitive, able to relate well to both children and adults of diverse socioeconomic and cultural backgrounds.
- Is able to establish rapport with families and empower parents by building on their strengths.
- Treats each child, parent, and co-worker with dignity and respect.
- Is highly organized and adaptable to the families' goals and needs.