

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

TEACHER - ADULT CO-ENROLLED/HIGH SCHOOL
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Required Qualifications:

- Bachelor's Degree
- Florida certification in any academic field*

Performance Responsibilities:

- Enroll and organize classes
- Inform students of policies and schedules
- Prepare and present to the Supervisor of Adult/Community Education and Volunteer Programs a course outline covering subject area taught; agree to follow the outline within the degree possible, taking into consideration the individual needs of the class
- Keep attendance records for each student
- Complete and submit to the Supervisor of Adult/Community Education and Volunteer Programs an attendance report at the end of each class
- Summarize the attainment for each period (term, quarter, year) as required by the Supervisor of Adult/Community Education and Volunteer Programs
- Maintain a portfolio for each student containing quizzes, tests, in class assignments and attendance while student is enrolled
- Be responsible for using a variety of techniques and materials suited to the needs of the students
- Make use of the following outline in organizing the class:
 - Establish a favorable climate
 - Diagnose needs of individual class members
 - Establish teacher and student-planning procedure
 - Design a program of learning according to specific needs of students
 - Develop a sequence of learning experiences
 - Evaluate learning experiences
- Attend all orientation and inservice programs as prescribed by the Supervisor of Adult/Community Education and Volunteer Programs
- See that facilities used are left in proper order
- Become familiar with the total scope of available Adult General Education courses
- Report all vandalism, burglaries and missing or broken equipment
- Be responsible for finding a substitute teacher in case of an absence and obtaining approval from the principal and/or designee
- Become thoroughly acquainted with, and abide by, the guidelines as set forth in the policy handbook
- Perform other tasks as directed by the Supervisor of Adult/Community Education and Volunteer Programs, principal and/or designee

*If teaching current high school student(s), must meet all certification and highly qualified requirements of course(s) taught.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation done by the principal and/or designee

Terms of Employment:

Part-time as needed, per semester

Salary:

Salary based upon approved salary schedule – Additional Duty/Adult Education

Job Code:

54001

Board Approved: 08/83

Revised: 01/20/09, 03/03/09, 05/18/10, 05/17/11