

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
ADULT TEACHER, ACADEMIC INSTRUCTION

Job Purpose

Provides, plans, and delivers instructional lessons in classes designed to support academic subjects designed primarily for adults.

Responsible to

Principal

Subordinates

Classified and unclassified personnel as assigned

Functions

Essential Functions

1. Teaches classes for adults and concurrently enrolled students in assigned academic subjects for which appropriately credentialed, according to adopted courses of study and at a rate and level commensurate with established expected student outcomes.
2. Diagnoses the needs of individual students; determines instructional objectives which will best prepare students to meet their identified needs; uses appropriate assessment techniques to ascertain the degree of student success in achieving objectives.
3. Provides activities through which students may develop attitudes, work habits, and personal qualifications essential to effective learning.
4. Maintains a learning environment designed to stimulate interest and attendance in an adult education program; cooperates with the school administration and staff in providing such an environment in buildings and on the grounds.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

Qualifications

Education

Required

An earned bachelor's degree from an accredited college or university.

Desirable

1. Coursework in teaching strategies for adult academic education.
2. Teaching experience in adult learning centers and/or basic skills laboratories.

Experience

Required

At least two years of successful paid teaching service in classes for adults in academic instruction.

NOTE: One year paid adult hourly-rate teaching service is 400 hours. For definitions of years of service, refer to Policy Guide E23.

Credential

A California credential authorizing service in the area and at the level of this class description must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

NOTE: When teaching K-12 students, English Learner Authorization is required.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the fields to which assigned.
2. Knowledge of curriculum development in Adult Academic Instruction and Division of Adult and Career Education including instructional objectives and best instructional methods, strategies, and materials.
3. Ability to evaluate student achievement as related to desired educational goals, objectives, and outcomes and to make effective use of a variety of assessment techniques.
4. Knowledge of and ability to implement effective classroom management techniques in traditional classrooms, learning centers for individualized instruction, and in basic skills laboratories.
5. Ability to plan, organize, prioritize, and manage time.
6. Ability to work effectively with people of all racial, ethnic, linguistic, disability, and socioeconomic groups.
7. Ability to communicate and work effectively with students, peers, administrators, and other District personnel, both individually and as a group.
8. Ability to observe student activities, assess and evaluate progress, and utilize multiple modes of instructional strategies.
9. Ability to compose and comprehend written communication.
10. Ability to cope with multiple tasks.
11. Ability to observe and mentor personnel assigned to assist in classroom instruction, organization, and operation.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: This is an Adult Hourly Rate (THR) Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JLH