

## Union Public Schools Job Description

**Job Title:** Adult Basic Education Instructor, ELL Program  
**Department:** Community Education  
**Reports To:** Director of Community Education

**FLSA Designation:** Exempt

**SUMMARY:** To assist Coordinator of Community Education in developing comprehensive adult education programs for the District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Recruits students for programs.
- Facilitates physical arrangements, including reservations of building, room and classroom set-up.
- Instructs classes at Union Adult Learning Center including satellite locations.
- Promotes program through aggressive public relations effort.
- Completes necessary paperwork for classes as required.
- Attends training offered by State Department of Education.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Supervises classroom of students

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree. ELL experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma Teaching Certificate

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to instructional program. Ability to develop and maintain effective working relationship with students, staff, and the school community; skill in oral and written communication.

**PHYSICAL DEMANDS:** *Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:** *Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud.