

## Union Public Schools Job Description

**Position Title:** Contract Teacher, Adult Basic Education  
**Department:** Community Education  
**Reports To:** Director of Community Education

**FLSA Designation:** Exempt

**SUMMARY:** To provide ABE/GED instruction, on a contract basis, to adults through the Union Adult Learning Center program including satellite locations.

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

- Instructs ABE/GED classes on a contract basis.
- Completes paperwork required by the State Department of Education/Union Public Schools.
- 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.

**QUALIFICATIONS 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. Completed or able to complete training offered by the State Department of Education (Cost to be paid for by State Department of Education.).

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma teaching certificate.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**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, and 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. Skilled in oral and written communication. Ability to teach high school English, Math, Science, Social Studies and Life skills/Work skills for GED preparation. All subject areas will be taught in a multilevel classroom.

**PHYSICAL DEMANDS:** *The 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:** *The work environment characteristics described here are representative of those 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.