

## SCHOOL DISTRICT OF FLAGLER COUNTY

### JOB DESCRIPTION

#### VOCATIONAL TEACHER (ADULT EDUCATION)

##### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution or
- (2) Eligible for a Flagler County non-degree vocational certification or
- (3) Valid Florida teaching certificate in a vocational program area.
- (4) Willing to be flexible in work schedule.
- (5) Resident of Flagler County preferred.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of adult learning theory. Knowledge of policies and procedures related to adult vocational education. Ability to communicate effectively orally and in writing. Ability to interact effectively with various constituencies in the context of cultural diversity. Knowledge of subject area content.

##### REPORTS TO:

Supervisor, Adult Education

##### JOB GOAL

To provide appropriate activities and learning environment for adult learners.

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES:

- \* (1) Teach performance standards appropriate for program area assigned.
- \* (2) Assist with curriculum development.
- \* (3) Prepares, administers, and corrects exams and records results.
- \* (4) Prepares and submits lesson plans for each class/course/program.
- \* (5) Maintain individual student records.
- \* (6) Keep attendance and grade records as required by School Board policy.
- \* (7) Maintains order in classroom and in assigned areas/facility.
- \* (8) Assist with the completion of all registration procedures for adult students as prescribed by Adult/Community Education Department.
- \* (9) Perform other incidental tasks consistent with the goals and objectives of this position.

##### TECHNOLOGY ACCESS: NO ACCESS

##### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**VOCATIONAL TEACHER (ADULT EDUCATION) (Continued)**

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 10**