

ST. JOSEPH

SCHOOL DISTRICT

Position Title: Adult Education Teacher - ELL

Qualifications:

Required: AEL certification and/or an Missouri Teaching Licensure.

Preferred: Bachelor's degree in Education. 3 to 5 years of Relevant work experience, preferably in educational settings.

FLSA: Exempt

Salary Schedule: Per approved Adult Ed Salary Schedule

Direct Report: Supervisor of Adult Education

Terms of Employment: 12 Month

Eligible for emergency telework: With Supervisor approval

Purpose: Promotes reading, writing, speaking, and listening to a diverse population of immigrant adults and other students.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- To "telework" when requested by the District.
- Establish a trusting environment where a diverse group of students can develop personal success in English.
- Ensure that curriculum meets the four areas of teaching ELL (reading, writing, speaking and listening).
- Develop daily lesson plans based on the needs of students.
- Maintain a volunteer network to assist students with specific skillsets.
- Assist volunteers with developing specific materials to meet individual student needs.
- Test students for placement after 40 hours in the program.
- Promote program services to potential students within the local community.
- Complete documents related to compliance training, forms that document student hours, and other paperwork.
- Must be trained in CASAS & TABE CLAS-E administration.
- Other assigned duties.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.

Updated 11/19/2020