



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised 04/13/2018

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| TITLE: FACE Adult GED Instructor | EMPLOYMENT: 10 Months |
| CLASSIFICATION: Non-Exempt | CATEGORY: Classified |

GENERAL STATEMENT OF RESPONSIBILITIES:

The adult education teacher works with adults who have enrolled with their children in the FACE Program to build skills and create opportunities that will assist them in accomplishing their academic, family, work and community member goals. The adult education teacher works cooperatively with the F.A.C.E. team to provide opportunities for parents and children to strengthen the parent and child relationship. The development of literacy and strong parent and child relationships is a focus for all F.A.C.E. staff.

Necessary Qualifications:

- Possesses a Bachelor's Degree in Education, preferably in Secondary or Adult Education.
- Knowledgeable about the characteristics of adult learners.
- Proficient in use of computer, email, internet, MS Office and Windows required. Ability to type 45-words per minute.
- Ability to communicate and work well with staff, parents, children and the general public.
- Ability to work well as a team member to develop the full potential of all participants and self-motivated.
- Highly organized and adaptable to the families' goals and needs.
- Knowledgeable about learners' culture and language.
- Experience working with young children and families is preferred.
- Successful experience in the past 5 years working with adult learners.
- Excellent written and oral communication skills.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- First Aid and CPR Certification is required within 30 days of hire.
- Valid Arizona Driver's License is required.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Duties and Responsibilities:

- Maintains up-to-date files on each adult student. Prepares required reports and data collection.
- Contributes to required monthly reports, end of year report, and data collection.

- Spends a minimum of 2 ½ hours each day in educational instruction.
- Develops and maintains systematic records of each students' instructional plans and subsequent achievement.
- Completes the CASAS/ECS system with each adult on entry into the program and upon exit or at the end of each school year to assess academic needs and achievements.
- Uses the Equipped for the Future framework for instruction and curriculum.
- Provides instruction through a variety of methods.
- Maintains weekly and daily lesson plans and schedules.
- Knowledgeable and shares information about community resources and further academic opportunities.
- Arranges the classroom into learning areas with a wide range of materials that are organized and accessible to the students.
- Assures program materials, equipment, and environment are kept clean, secure and free from clutter and vandalism.
- Plans and facilitates the Parent Engagement, including PACT Time and Parent Time activities in the classroom, home, community, with the F.A.C.E. team.
- Upon request, the adult education teacher provides adult education materials to parents/primary caregivers who are receiving home-based services. This services requires coordination with the parent educator.
- Fully participates in PACT Time daily.
- Meets weekly with the F.A.C.E. team to plan and evaluate program services.
- Helps facilitate monthly Parent Group meetings.
- Assists in the work toward National Association for the Education of Young Children (NAEYC) accreditation for the program.
- Willing to attend professional development opportunities to increase job skills.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: Principal

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ **DATE:** _____
Employee

APPROVED BY: _____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.