

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Adult Education Substitute Teacher

Department: Adult Education

Job Description

Date Reviewed: November 2008

Reports to: AE Supervisor

Purpose of Job

To help students learn subject matter and skills that will lead to the GED diploma and contribute to their development as mature, able, and responsible men and women.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

The Substitute Teacher takes over the class in the absence of the Teacher. He/she will follow same job description of the teacher and perform other duties as assigned.

- Meet and instructs assigned classes in the locations and at the times designated.
- Follow a program of study , aligned with the GED diploma, meets the individual needs, and abilities of the students
- Creates a classroom environment that is conducive to learning.
- Establish clear outcomes for all lessons as indicated by student profiles and analysis.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintain accurate, complete, and correct records as requited.
- Assists the administration in implementing all policies and rules governing student life and conduct. Follow reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Plans, supervises, and provides guidance for teacher aide(s) and volunteer (s).

Additional Job Functions

Performs other duties as required.

Term of Employment

Ten, eleven, or twelve month year. Salary and work year to be established by The Department of Labor and Workforce Development

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Adult Education Program.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School/GED –minimum educational requirements with some college preferred
- Pass background check in accordance with Clarksville-Montgomery County School System.
- Up to date file in the Human Resource Department

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures and activities of the adult education program and the school system as they pertain to the performance of duties related to the position. Capability to develop and implement short-term goals. Is able to effectively communicate and interact with subordinates, supervisor, members of the general public, and other groups involved in the operation of the program. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals, multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking-expressing or exchanging ideas by means of spoken words) (hearing-perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date