



Sequoia Union High School District

Job Description

ADULT SCHOOL HIGH SCHOOL EQUIVALENCY (HSE) TEACHER

DEFINITION

The Adult School High School Equivalency (HSE) Teacher provides direct instruction to students to prepare them for the subject areas of high school equivalency examinations including math, social studies, science, and language arts. The Adult School High School Equivalency (HSE) Teacher is directly responsible to the Director of Adult Education.

ESSENTIAL DUTIES

MAJOR RESPONSIBILITIES

1. Provide a wide range of teaching strategies to a diverse student community based on student assessment, data analysis, reflection, observation, implementation, and evaluation.
2. Be aware of and conform to state, county, district, and school regulations and standards.
3. Identify student needs, cooperate with school staff to help students overcome learning barriers and transition to careers or postsecondary education.
4. Develop, implement, assess, and revise lesson plans and instructional materials.
5. Seek to create a learning environment that is successful to helping students reach their personal, academic, and professional goals
6. Evaluate academic growth of students and communicate that to the students; record and report this evaluation.
7. Establish and maintain standards of classroom behavior consistent with district and adult school behavior policies.
8. Cooperate in the selection and/or development of program materials.
9. Plan and coordinate the work of Instructional Associates and volunteers, when applicable.
10. Maintain accurate and timely records in school database systems according to state, local, and district guidelines, practices, policies, and laws.
11. Attend periodic department meetings and participate in Professional Learning Communities and other professional development activities.
12. Integrate technology into instruction and keep up to date on instructional technology.
13. Assist in delivery of intake orientations.
14. Administer practice high school equivalency tests and maintain a cumulative record to track progress and readiness for official exams.
15. Perform other related duties as assigned by the Director of Adult Education.

REQUIRED QUALIFICATIONS

Must be in possession of a valid California Designated Subjects Adult Education Teaching Credential in the appropriate field. A California Secondary or Elementary Teaching Credential also satisfies this requirement.

DESIRED QUALIFICATIONS AND EXPERIENCE

- Ability to teach multiple subjects using a variety of methodologies, ranging from individualized instruction to small groups to whole group lessons
- Ability to keep meticulous records in order to document student work and attendance hours.
- Experience and proficiency in using technology and the internet in the classroom for instructional purposes.
- Ability to work collaboratively as a member of an instructional team.
- Excellent interpersonal skills and organizational skills, including ability to work cooperatively and effectively with a culturally and linguistically diverse range of students and staff.
- Willingness and ability to comply with the school's policies, procedures, and mandates.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and view a computer monitor.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally

OTHER REQUIREMENTS

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.