

CHINO VALLEY UNIFIED SCHOOL DISTRICT

ADULT SCHOOL TEACHER - RECREATIONAL ACTIVITIES

DESCRIPTION OF POSITION: As a part of the Adult School Program, teaches one or more classes in a designated subject.

MAJOR DUTIES AND RESPONSIBILITIES: Instructs students in the general elements of the course of study as specified in State law and administrative regulations and procedures of the school district. (E)

Establishes and maintains standards of student behavior needed to provide an orderly, productive learning environment. (E)

Assists in the selection and requisition of needed materials and supplies; maintains any required inventory records. (E)

Demonstrates and assists pupils to develop skills and techniques. (E)

Participates in the development of curriculum and teaching strategies within the program. (E)

Performs basic attendance accounting and record keeping services, as required. (E)

Works individually with students to help them improve their skills. (E)

Schedules special events as needed.

May recommend to pupils, counselors and administrators ways in which the learning environment can be improved.

Performs other duties as needed.

(E) = Essential Functions

CREDENTIAL: California Adult School Teaching Credential authorizing service in the appropriate subject area.

EDUCATION / EXPERIENCE: Five years teaching experience in the subject area to which the teacher is assigned. May substitute successful completion of course work necessary to meet credential requirements for the required experience.

BOARD APPROVAL: 11-6-08