

## **WARREN COUNTY CAREER CENTER**

*An Equal Opportunity Employer*

**POSITION:** Adjunct, Adult Education  
**REPORTS TO:** Director of Adult Education  
**EMPLOYMENT STATUS:** Part-Time  
**FLSA STATUS:** Non-Exempt

**GENERAL DESCRIPTION:** The adjunct faculty is responsible for providing up to date and quality instructional classes in their area of expertise, in keeping with the philosophy and objectives of the Warren County Vocational School District and its adopted Board of Education policies. This training will provide well-planned current instruction that meets the needs of students and business and industry.

### **QUALIFICATIONS:**

- Valid Ohio teacher's license, certificate, or adult permit appropriate for the assignment
- A record free of criminal violations that would prohibit public school employment
- Complies with drug-free workplace rules and board policies
- Ability to work as part of a team
- Expertise and work experience in the assigned instructional area

### **ESSENTIAL FUNCTIONS:**

- Plans, implements, provides, and evaluates student learning experiences. Helps students identify student goals and make appropriate choices
- Instructs students in content-area and related activities. Creates effective learning experiences. Ensures that written lesson plans align with the Career Center's adopted course of study.
- Prepares the assigned classroom. Requisitions essential supplies and equipment through program coordinator. Notifies proper staff members about needed repairs. Promotes the proper use and care of school property.
- Implements effective classroom management procedures. Maintains high standards for student conduct. Upholds the student conduct code.

- Develops and maintains a positive learning environment. Helps students take full advantage of the learning environment. Stimulates student interest. Helps students understand academic and behavioral objectives.
- Evaluates the needs of students based on all available Career Center information. Plans student interventions with the program coordinator. Varies instructional techniques to address individual learning styles.
- Communicates high expectations and shows an interest in student progress.
- Helps students develop ethical principles, critical-thinking, problem-solving, and creativity skills.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the Career Center.
- Promotes teamwork. Collaborates with other teachers. Shares knowledge and resources that enhance educational processes.
- Plans work assignments, provides instructions, and monitors classroom.
- Monitors workforce trends and training needs. Evaluates the relevance of new technology.
- Incorporates the effective use of available technology in instructional and records management activities. Upholds computer technology “acceptable use” policies.
- Maintains timely and accurate student records.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Evaluates student achievement/performance and assigns grades.
- Uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.
- Takes precautions to ensure safety. Immediately reports unauthorized persons or suspicious circumstances. Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Keeps current with content-area innovations.
- Accepts responsibility for personal decisions and conduct.
- Maintains up to date knowledge of technology utilized by the district.
- Maintains an acceptable attendance record
- Performs any and all other duties as assigned by the superintendent, his/her designee, or the employees direct supervisor or his/her designee

## OTHER DUTIES AND FUNCTIONS:

- Serves as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Demonstrates professionalism and maintains a positive work attitude
- Effectively uses verbal, nonverbal, writing, and listening skills
- Demonstrates a willingness to acquire knowledge and skills to meet new challenges
- Averts problem situations and intervenes to resolve conflicts
- Uses self-control and perseverance to manage others
- Is punctual and thorough in implementation of all assigned duties

## KNOWLEDGE, SKILLS AND ABILITIES:

**Knowledge of:** Board policies and procedures, building policies and procedures, student code of conduct, community resource agencies, emergency preparedness drills, public relations, federal and state reporting, and records management.

**Ability to:** Ability to communicate and present information effectively to students, parents, colleagues and administration. Interpret policies, procedures and regulations, develop lesson plans, follow courses of study, follow instructions, supervise, schedule, evaluate, recognize individual differences, lift a moderate amount of weight, prepare accurate and concise reports, develops a rapport with students, staff, co-workers, administration and the public.

**Skill In:** Use of computer technology equipment and customary school office equipment

## ADDITIONAL WORKING CONDITIONS & ENVIRONMENT:

**Occasional:** Exposure to severe weather, traffic, blood, bodily fluids and tissue, light lifting, travel to remote sites, attend functions and perform duties outside normal working hours. The noise level in the work environment is usually moderate.

**Periodic:** Exposure to loud noise, irritating and hazardous chemicals, fumes, and unruly children/adults.

**Frequent:** Prolonged periods of standing, Lifting of supplies and materials. Follow all Board safety rules and procedures. Participate in the school safety training, when requested.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**TERMS OF EMPLOYMENT:**

Hourly wage adopted by the Board of Education and schedules to be approved yearly by Superintendent

**PERFORMANCE EVALUATION:** As stipulated by Board policy.

Reviewed and acknowledge by:

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(Adult Education Adjunct)

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(Date)

New-October 2007