



Adult Literacy Teacher

Class Code:
2421

Bargaining Unit: AFSCME 1596A- AFSCME
1596A Library Employees

CITY OF SPRINGFIELD
Established Date: Nov 1, 2011
Revision Date: Dec 15, 2011

SALARY RANGE

\$42,296.65 Annually

POSITION PURPOSE/SUMMARY:

Responsible for teaching adult basic education in reading, writing and math. Creates lesson plans, assesses students' learning gains, completes all required documentation and teaches lessons and evaluates success. Work is performed under the direction of the Project Manager. No supervision is exercised over other employees.

ESSENTIAL FUNCTIONS:

- Teaches beginning reading and writing skills to adult students with literacy levels equivalent to grade levels 0 - 3
- Reviews and evaluates students' work
- Prepares lesson plans and activities
- Prepares work area for students
- Prepares classroom area for students
- Copies, files and organizes paperwork
- Engages in collaborative planning with other teachers
- Engages in professional development activities related to adult learning and teaching adults

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to interact successfully with adult students and the public
- Ability to teach basic reading, writing, and math
- Proficiency using computers and computer software.
- Experience utilizing office machines, such as copy machines
- Ability to assist students in using computers

EDUCATION AND EXPERIENCE:

- Bachelor's degree in education or related field
- Minimum of two years of teaching experience, preferably in teaching adults

SPECIAL NECESSARY QUALIFICATIONS:

None

TECHNOLOGY:

Requires advanced computer skills in Microsoft Office Suite, such as Outlook, Word, and Excel and skill in using Internet resources.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is mostly performed in a classroom environment. Regular and punctual attendance is a requirement.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS: While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

POSITION CONTENT: This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, and working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, these requirements may change over time. Management reserves the right to modify, add or remove duties and assign other duties as necessary.