JOB TITLE

Enrichment Teacher

JOB DESCRIPTION

1. Specify goals students will reach by end of class.

2. Find out at the beginning of class what student objectives are, tailor class to student needs and interests as much as possible.

3. Plan activities that will help students reach objectives; demonstrate necessary skills and help individual students acquire proficiency.

4. See that students have necessary materials and supplies.

5. Create a comfortable class atmosphere and a supportive relationship with individual students.

6. Leave all equipment and furnishings in classrooms as found; report any faulty equipment or damage immediately to the Adult Learning Center office.

7. See that students adhere to rules for using facilities and respect other students.

8. If desired, request certificates for successful completers from the Center office; submit certificate request at least one week before last class session; distribute certificates to students at last class.

9. Be aware of and comply with emergency policy as set forth in the Staff Handbook.

10. Be in attendance at all scheduled times; if unable to attend, arrange for a substitute or a contingency plan with the approval of the director.

11. Arrive and set up in time to start class promptly at the scheduled time; and preferably at least ten minutes before the start of the class in case students have questions.

QUALIFICATIONS

1. Competence in skill or content area of the class.

2. Demonstrated interest in working with adult learners and ability to design appropriate activities.

3. Successful teaching experience important; successful experience with adult learners preferred.