

**CLASS SPECIFICATIONS FOR THE
RESOURCE TEACHER, ADULT BASIC EDUCATION**

DEFINITION

Under direction of the Principal of Fremont School for Adults, the resource teacher will work with students, classroom teachers and principals, para-professionals, and the Advisor, ABE, in designing, implementing, and evaluating the district's adult basic education program.

QUALIFICATIONS

Credential: Possession of a standard teaching credential with specialization in secondary education, adult education, or credential of equivalent authorization, issued by the California Commission for Teacher Preparation and Licensing, is required.

and

Education: A bachelor's degree, preferably in Elementary Education, English or Math from an approved institution is required.

and

Experience: A minimum of three years of highly successful certificated experience in public or private secondary schools in the area of Basic Subjects. Must have excellent knowledge of particular subject matter area and resources. Must be able to relate well with other teachers.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Informs and advises the Principal of Fremont School for Adults and other adult education administrators on basic education program development.
- ___ 2. Assists in curriculum development activities and coordination related to Adult Basic Education.
- ___ 3. Communicates with advisor and staff regarding Adult Basic Education.
- ___ 4. Assists in scheduling and coordinating inservice education workshops for Adult Basic Education.
- ___ 5. Assists teachers in developing effective teaching techniques and efficient classroom management.
- ___ 6. Encourages their attendance at demonstrations, workshops, and professional conferences.
- ___ 7. Serves as a resource person to teachers by preparing and sending out lesson packets and displaying them.
- ___ 8. Assists in Adult Basic Education public relations and promotion in the community through organization meetings, speeches, news media, etc.
- ___ 9. Develops and implements recruitment retention strategies for the hard-to-teach adult.
- ___ 10. Assists in developing Adult Basic Education programs for disadvantaged persons and persons with handicaps.
- ___ 11. Performs other duties as assigned by the Principal, Fremont School for Adults.

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WORK SCHEDULE AND SALARY

A Resource Teacher serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to his/her training and experience.

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