



**Job Description**

**Job Title: Adult Basic Education Teacher**

**Reports to:** Coordinator, Adult Education  
**Department:** Adult Education  
**Number of Days:** 20 - 100  
**Compensation:** Hourly Rate  
**Overtime Status:** Exempt  
**Date Job Revised:** April 30, 2008

**Position Summary:** Teaching adults how to comprehend what they've read, solve math problems, and be able to compose an essay for a timed test.

**Qualifications/Job Requirements:**

**Education:**

- B.A., education

**Specialized Knowledge, Licenses, etc:**

- Current Oklahoma Teaching Certificate

**Experience:**

- Some exposure in teaching adults how to comprehend, solve and write.

**Specific Training/Skills:**

- Basic Literacy skills in reading, math (Algebra/Geometry) and essay writing skills.

**Physical Requirements (If Applicable):**

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**Other:**

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**Scope of Authority (If Applicable):**

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**Customer Contacts:**

- Internal:
- External:

**Duties and Responsibilities:**

- Teach adults basic skills needed for the GED exam.
- Maintain accurate records of student progress/attendance
- Administer pre/post tests (TABE/BEST) to students
- Attend in-service workshops.