

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 3195
Pay Grade: Instructional

FLSA: Exempt

TEACHER (Part-Time / Hourly / Multilingual - Adult Education) (Federal Funds)	
REPORTS TO:	Site Administrator
SUPERVISES:	Not Applicable
QUALIFICATIONS:	Master's degree from an accredited college or university in TESOL/Applied Linguistics and 18 hours of ESOL training. Possession of, or eligibility for, a Florida teaching certificate. Five (5) years' experience in program supervision or five (5) years' experience in adult education.
PREFERRED:	Demonstrated proficiency in both multilingual oral and written communication.
MAJOR FUNCTION	
Working with Career Technical and Adult Education programs. Responsible for instruction and directing the learning experiences of adult students in ABE/GED, ESOL, AHS, ASB, or CTE according to state adopted curriculum frameworks.	
ESSENTIAL RESPONSIBILITIES	
<ul style="list-style-type: none"> • Recruits, interviews, and recommends qualified multilingual instructors. • Coordinates the development of a multilingual preservice training program. • Coordinates and conducts multilingual preservice and in-service training. • Coordinates the development of curricula for in-school and out-of-center multilingual classes, including: the creation of placement and progress tests, development of individualized education plans; for students, selection of core competencies for each course and level, and selection of appropriate classroom materials such as computer-assisted and video lessons. • Oversees the development of materials correlations for each competency and the creation of authentic materials for classroom use. • Provides teacher support for program implementation, including guidance on Department of Education (DOE) and district requirements, curriculum, instructional methods and techniques, and cultural sensitivity. • Oversees the establishment of classroom management systems at each class site. • Conducts classroom visits to monitor program implementation. • Coordinates community outreach efforts, including developing multilingual brochures, speaking at community events, and creating and maintaining a community-based system of student recruitment and referral. • Serves as a liaison with community-based organizations, government agencies, and the K-12 Multilingual Services department, and develops working agreements. • Coordinates the delivery of job-site and community-based classes by recommending and training the instructor, selecting instructional materials, securing appropriate classroom space and equipment, and overseeing the testing and documentation of student progress. • Researches and identifies funding sources for special projects. • Develops project narratives and prepares budgets for project proposals. • Coordinates collaboration among agencies and community partners in special projects. • Oversees the timely achievement of special project objectives. • Oversees the expenditure of funds within the special project budget. • Performs other related duties as assigned. 	

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TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with the provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 6/92 BMP; REVISED FORMAT: 10/04 LMC; REVISED WC: 3/7/06 LMCK; REVISED: TITLE, MQ, MF, ER 06/02/25 MV; BOARD APPROVED: 07/29/25</p>

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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