

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Teacher 1 - 4 (Adult Basic Education/GED)

**SERIES NO.:**

7172

**MAJOR AGENCIES:**

Rehabilitation &amp; Correction

**EFFECTIVE DATE:**

03/26/1990

**SERIES PURPOSE:**

The purpose of the teacher (adult basic education/GED) occupation is to instruct residents housed in one state facility in adult basic education/GED.

**CLASS TITLE:**

Teacher 1 (Adult Basic Education/GED)

**CLASS NUMBER:**

71721

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of teacher education in order to instruct residents housed in one state facility in adult basic education/GED. All employees in this class must possess a baccalaureate degree or less.

**CLASS TITLE:**

Teacher 2 (Adult Basic Education/GED)

**CLASS NUMBER:**

71722

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general direction & requires considerable knowledge of teacher education in order to instruct residents housed in one state facility in adult basic education/GED. All employees in this class must possess a baccalaureate degree & twenty additional quarter hours.

**CLASS TITLE:**

Teacher 3 (Adult Basic Education/GED)

**CLASS NUMBER:**

71723

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of teacher education in order to instruct residents housed in one state facility in adult basic education/GED. All employees in this class must possess a master's degree.

**CLASS TITLE:**

Teacher 4 (Adult Basic Education/GED)

**CLASS NUMBER:**

71724

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of teacher education in order to instruct residents housed in one state facility in adult basic education/GED. All employees in this class must possess a master's degree & thirty hours of post-graduate study.

<b>CLASS TITLE:</b> Teacher 1 - 4 (Adult Basic Education/GED)	<b>CLASS NUMBER:</b> 71721 - 71724	<b>BARGAINING UNIT:</b> 10
--	---------------------------------------	-------------------------------

**EFFECTIVE DATE:**  
03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assesses educational needs of residents or inmates, develops lesson plans to address those needs to include individualized assignments & training, provides instruction in adult basic education/GED & individual assistance, administers, scores & interprets examinations & proficiency indicators, maintains discipline &/or security & counsels students concerning their performance, behavior &/or personal problems.

Attends variety of meetings; prepares required records & reports (e.g., enrollment figures, grades, student progress); inventories & orders supplies & materials needed; organizes &/or monitors extracurricular activities; researches, selects & recommends new teaching materials.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of teacher education in adult basic education/GED for assigned grade level; departmental policies & procedures concerning operations of educational program to include those for discipline &/or security\*. Skill in operating equipment associated with adult basic education/GED & audio-visual equipment. Ability to assess educational needs of students & develop appropriate lesson plans & individualized assistance; prepare & maintain accurate & concise reports & records; gather, collate & classify information about data, people or things; establish good rapport with students & work cooperatively with other facility staff members.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any current Teacher Certificate appropriate grade level to be assigned; Teacher 1, 71721, must also have baccalaureate degree or less; Teacher 2, 71722, must also have a baccalaureate degree & 20 additional quarter hrs. but less than master's degree; Teacher 3, 71723, must also have master's degree; Teacher 4, 71724, must also have master's degree & 30 hrs. of post-graduate study.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Provisional certificate must be renewed in accordance to Section 3301-23-22 of Administrative Code.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to dangerous residents; may be exposed to contagious diseases.