

# Central Alabama Community College Adult Education Program Policy

## Accountability Policy

1. The Adult Education teacher is responsible for ensuring that their class meets or exceeds all applicable local, state, and federal performance standards.
2. The Adult Education teacher whose class fails to meet or exceed applicable performance standards may be required to develop and implement an [Adult Education Improvement Plan](#).
3. The employment of an Adult Education teacher may be terminated if their class continues to fail to meet or exceed applicable performance standards after an adult education improvement plan has been developed and implemented.

## Timely Reporting

1. All monthly AE reports must be received in an envelope postmarked no later than the last day of the calendar month being reported.
2. If you have a class that meets on the evening of the last day of the calendar month being reported, your reports may be postmarked on the following day.
3. If unforeseen circumstances arise that will prevent you from submitting your reports on time, you may contact our office by phone (256) 378-2017, FAX (256) 378-3049 or e-mail [Phyllis Jews](#) to request assistance or an alternate submission date.
4. AE teachers who submit a late report will receive a letter of reprimand.
5. An AE teacher who submits a second late report will be required to schedule a conference with the director regarding the importance of timely reporting.
6. An AE teacher who continues to submit late reports after a reprimand and a conference with the director may be terminated.

## Teacher Qualification Training

1. The AE teacher or teacher aide is responsible for providing documentation that they currently meet or exceed the minimum local, state and federal qualification requirements necessary to teach adult education (a college Bachelor's Degree is currently required for AE teachers and a two-year college Associates Degree or its equivalent is required for AE teacher aides.)
2. The AE teacher or teacher aide is responsible for providing documentation that each year they have earned at least the minimum number of continuing education hours (ten hours per year are currently required).
3. Adult Education continuing education hours may only be earned through participation in training that is approved for Adult Education. Approved training opportunities include local AE in-service training, the annual state AE conference, other state AE training meetings, and regional or national AE training meetings.
4. The employment of AE teachers or AE teacher aides may be terminated if they do not meet the current minimum qualifications required to teach AE or if they do not earn the minimum yearly number of currently required continuing education hours.