



NOTICE OF VACANCY

Human Resources
602 Orchard Street, Arroyo Grande, CA 93420
(805) 474-3000, ext. 1194

May 16, 2023

NOTICE OF VACANCY HIGH SCHOOL DIPLOMA INSTRUCTOR ADULT EDUCATION 2023-2024 SCHOOL YEAR

We are now accepting applications for the following certificated hourly position.

POSITION(S):

High School Diploma/High School Equivalency Instructor - Adult Education

Non-bargaining unit position - hourly positions are for 2023-2024 school year only

REQUIREMENTS:

- Must hold or be eligible to hold a valid California Adult Education Teaching credential or eligible to teach Elementary and Secondary Basic Skills to adults; or a valid California credential authorizing adult age students.
- Bachelor's Degree or higher
- CBEST/ACT/SAT or Basic Skills Evaluation.
- Possession of academic background and interpersonal skills necessary to meet the diverse needs of alternative program students.
- Ability to use technology, online curriculum and student management programs.

RESPONSIBILITIES:

1. Conduct individualized instruction and maintain a wide variety of materials to facilitate instruction.
2. Counsel students with their academic progress, behavior and attendance.
3. Develop Individualized educational plans with student goals and instructional materials as needed.
4. Maintain a positive and inclusive classroom climate; be sensitive to values and diverse cultures of students.
5. Participate in staff meetings, curriculum development, and evaluation at the program site, and district levels including professional development.
6. Prepare and maintain accurate, complete and correct records and reports.
7. Employ different instructional strategies, techniques, and a variety of materials to accommodate different styles of learning.
8. Use technology to create, maintain and support student accounts for web based programs.
9. Follow a work schedule determined by the principal or supervising administrator.

WORK DAYS:

Up to 22.5 hours/week, up to 195 days per school year

SALARY:

\$40.96/hour

Hourly - Class 1, Step 1 on the [Certificated Salary Schedule 2022-2023](#)

Additional Information:

The LMUTA CBA expressly excludes both hourly employees and adult education teachers from the health insurance provisions for regular certificated employees. The Education Code does not require Districts to provide health insurance. The Federal Affordable

Care Act requires that the minimum qualifications for affordable and essential coverage is offered to adult education teachers who work at least an average of 30 hours or more per week (6 hours per day), equivalent to 0.80 FTE.

PROCEDURE FOR APPLICATIONS:

- All interested applicants may complete an online application via Frontline and include a letter of interest, resume, three (3) current, signed letters of recommendation, and verification of valid credentials/certifications.
<https://www.applitrack.com/LMUSD/onlineapp/>

APPLICATION DEADLINE: OPEN UNTIL FILLED.

The provisions of this Notice of Vacancy do not constitute a contract expressed or implied and any of the provisions contained herein may be modified or revoked without notice.

The Lucia Mar Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of HR, 602 Orchard Ave. Arroyo Grande, 805-474-3000 ext. 1190, jennifer.handy@lmusd.org or the 504 Coordinator: Linda Pierce, Director of Student Services, 227 Bridge St., Arroyo Grande, 805-474-3000 ext. 1189, linda.pierce@lmusd.org

LUCIA MAR UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES

ADULT EDUCATION
JOB DESCRIPTION

DATE: November 18, 2014
TITLE: **Adult Basic Education (ABE) Instructor**
SALARY RANGE: Teachers Teaching Students Hourly Rate on the Certificated Teacher Salary Schedule

DESCRIPTION:

Under supervision of designated administrator develops and facilitates effective instruction; evaluates progress; maintains proper classroom control and creates a supportive learning environment; assists in curriculum development.

MINIMUM QUALIFICATIONS

- Credential: Meet the minimum qualifications under the standards of California Commission on Teacher Credentialing for recommendation of an Adult Education Teaching Credential.
- Education: A Bachelors Degree, including all courses needed to meet credentialing requirements designated by the California Commission on Teacher Credentialing.
- Experience: As mandated by the state, and accepted by the school district.

PREFERRED

- Credential: A valid California Teaching Credential
 - Single Subject Teaching Credential; or
 - Multiple Subjects Teaching Credential; or
 - Adult Education Teaching Credential; or
- Experience: Prior experience providing individual instruction in basic Mathematics and English standards.
Prior experience working in Adult Education programs.
- Personal Qualities: Resourceful, innovative, helpful, diligent, persistent, and a willingness to work with colleagues and students.

DUTIES AND RESPONSIBILITIES:

A. INSTRUCTIONAL/STUDENT MANAGEMENT

1. Uses a variety of instructional techniques and materials which are appropriate to the course and to adult students.
2. Maintains current and accurate records of student's attendance and progress.
3. Demonstrates and promotes punctuality.
4. Participates with fellow staff members in the development and implementation of curriculum and instruction.
5. Keeps up-to-date in subject areas and continually works for the improvement of instructional techniques.
6. Adheres to approved course of study policies and procedures.
7. Attends and participates in program and agency meetings.
8. Maintains the proper use of equipment and facilities with the student's safety in mind.
9. Treats students with courtesy and respect.
10. Demonstrates an awareness of student's social, psychological, emotional, and academic needs.
11. Shares ideas, techniques, and materials as appropriate with other staff members.
12. Demonstrates willingness to offer and receive suggestions.
13. Cooperates in the use and care of all equipment and materials.
14. Maintains current knowledge of available instructional materials.
15. Keeps informed of social, political and economic developments in the school district community. Demonstrates an awareness and sensitivity of the socio-economic and ethnic make-up of the community.
16. Has knowledge of the functions of the various community agencies including referral services. Actively participates in school/community related organizations.
17. Promotes community responsibility among students.
18. Helps to inform the community of the services and educational opportunities available through CTE and Adult Education.
19. Maintains student folders.
20. Establishes a high degree of student/instructor rapport.

21. Provide individual instruction in basic Mathematics and English standards.
22. Provide individual writing strategies enabling student to write an essay (scoring a 2.5 or higher on the rubric).
23. Teach strategies to revise and edit workplace and informational documents.
24. Lead multiple instructional settings including: small group activities, peer teaching and editing, whole group activities, technology integration and teacher-led instruction.
25. Use data in reteaching areas ensuring student success in English and Mathematics.
26. Keep updated on best practices in direct instruction.

C. PROFESSIONAL

1. Maintain positive staff relations; Works closely with the site administrator to collaboratively lead the school through shared decision-making processes.
2. Networking and collegiality, mutual support, and deep individual and collective reflection and expected amongst staff.
3. Promotes a positive image of public education; willingly engages with community and business partners to be incorporated as a resource in curriculum development and student projects.
4. Staff will make a contribution to the learning experience of students in a variety of ways; handle multiple roles and adjunct duties to make the school work for the students.
5. Attend and participate in required in-service activities.
6. Follows District and Schools' policies.

ESSENTIAL JOB FUNCTIONS:

A. PHYSICAL: Employee in this position must have the ability to:

1. Stand and sit for extended periods of time.
2. See and read printed matter with or without vision aids.
3. Hear and understand speech at normal levels.
4. Speak English so that others may understand at normal levels.
5. Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry 0 to 20 pounds to waist height.

B. MENTAL:

1. Able to concentrate on a single task for up to two (2) hours at a time.
2. Able to learn quickly and adapt to a variety of technology, machinery, instructions, and task methods.
3. Able to meet deadlines in terms of work assignment schedules.

C. SOCIAL:

1. Interact daily in person with other members of the school staff and possess comfortable interpersonal skills and cooperative attitudes.
2. Because of the time urgent nature of duties and because work product of position is interdependent with that of other staff, consistent attendance is required.
3. Convey an understanding, patient attitude toward other students, parents, staff and members of community.
4. Maintain the privacy of confidential information including student grades, progress, etc.

NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

The Lucia Mar Unified School District Board of Education prohibits discrimination of job applicants on the basis of race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, mental condition, veteran status, gender, and the actual or perceived sexual orientation.

ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF THE LUCIA MAR UNIFIED SCHOOL DISTRICT AND MAY BE REVIEWED BY BUT CANNOT BE RETURNED TO THE APPLICANT.
AN EQUAL OPPORTUNITY EMPLOYER
