



NOTICE OF VACANCY

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

May 17, 2023

NOTICE OF VACANCY US CITIZEN INSTRUCTOR ADULT EDUCATION 2023-2024 SCHOOL YEAR

We are now accepting applications for the following certificated position.

POSITION(S): **US Citizen Instructor - Adult Education**
Non-bargaining unit position

REQUIREMENTS:

- Valid California Adult Education teaching credential with an authorization in Elementary and Secondary Basic Skills; a Single Subject Social Science credential; or a Multiple Subject credential.
- A Bachelor's degree relevant to Social Sciences or a Bachelor's degree with a variation of 20 semester units or 10 upper division semester units in Social Sciences.
- CBEST/ACT/SAT or Basic Skills Evaluation.
- Previous experience teaching adult learners in a multi-level classroom.

RESPONSIBILITIES:

1. The United States Citizenship Instructor is responsible for preparing and presenting effective lesson plans to students so that they may take and successfully pass the English and United States Civics test as part of the process to become naturalized United States Citizens.
2. Instructors are expected to utilize teaching techniques that are effective for adult learners.
3. Maintain a positive and inclusive classroom climate; be sensitive to values and diverse cultures of students.
4. Participate in staff meetings, curriculum development, and evaluation at the program site, and district levels including professional development.
5. Prepare and maintain accurate, complete and correct records and reports.
6. Employ different instructional strategies, techniques, and a variety of materials to accommodate different styles of learning.
7. Follow a work schedule determined by the principal or supervising administrator.

See Certificated Adult Education Job Description for additional details

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

SALARY: \$40.96 /hr

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@lmsd.org or the 504 Coordinator: Linda Pierce, Director of Student Services, 227 Bridge St., Arroyo Grande, 805-474-3000 ext. 1189, linda.pierce@lmsd.org

LUCIA MAR UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES

CERTIFICATED ADULT EDUCATION
JOB DESCRIPTION

DATE: November 15, 2022
TITLE: United States Citizenship Instructor
SALARY RANGE: Class 1, Step 1 Certificated Salary Schedule
WORK SCHEDULE: 221 days, Up to 22.5 hours/week

DESCRIPTION:

This is an hourly teaching position to provide instruction in United States Citizenship in the Adult Education School. The United States Citizenship Instructor is responsible for preparing and presenting effective lesson plans to students so that they may take and successfully pass the English and United States Civics test as part of the process to become naturalized United States Citizens. Instructors are expected to utilize teaching techniques that are effective for adult learners. In addition, the United States Citizenship Instructor will monitor student performance and provide input for the program's success. Teachers must be proficient in their knowledge of United States Civics, strategies for adult instruction, and in working collaboratively with other teachers and administrators to meet the needs of the adult students and of the school. Directly reports to the Adult Education Administrator.

MINIMUM QUALIFICATIONS

- Credential: Valid California Adult Education teaching credential with an authorization in Elementary and Secondary Basic Skills; a Single Subject Social Science credential; or a Multiple Subject credential.
- Education: A Bachelor's degree relevant to Social Sciences or a Bachelor's degree with a variation of 20 semester units or 10 upper division semester units in Social Sciences.
- Experience: Previous experience teaching adult learners in a multi-level classroom.

PREFERRED

- Experience: Infusing technology into classroom teaching and learning. Successful organization and implementation of professional development activities. Highly skilled in achieving results through planning and execution, critical thinking and problem solving, and effective decision-making processes. Demonstrated success in creating and implementing rigorous and relevant project-based learning activities. Effective management of the design and execution of learning experiences, both formal and informal, that are very responsive to the needs of students and the context in which learning is taking place. Knowledge of adult learner and alternative educational methods and have the ability to apply these methods for adult, at-risk teens and multicultural students. Ability to teach students of diverse abilities and backgrounds and overcome barriers to success in a multi-level class.
- Personal Qualities: Resourceful, innovative, helpful, diligent, persistent, and a willingness to work with colleagues and students.
- Additional: Bilingual skills in English/Spanish.

DUTIES AND RESPONSIBILITIES:

A. INSTRUCTIONAL

1. Teach designated United States Citizenship classes.
2. Prepare syllabi and deliver multi-level instruction that includes an overview of the citizenship process, basic United States History, and Government; English reading, speaking and dictation, vocabulary, and oral interviewing skills.
3. Develop a curriculum based on government standards for becoming a United States citizen, including how to apply, that meets student needs.
4. Knowledge of approved instructional practices and procedures at the adult education level, with particular emphasis in the field of Adult ESL.
5. Work with other instructors in the initiation, implementation and operation of adult English as a Second Language (ESL), Citizenship, and Adult Basic Education programs.
6. Is aware of district and site level advisory committees (DELAC, ELAC) for the purpose of maximizing Adult program effectiveness.
7. Ability to understand and interpret state and federal regulations and apply that understanding to the development and operation of the Adult ESL, Citizenship, and Basic Education programs.
8. Work with administrators to assess and monitor operations to assure compliance with state, federal, and other applicable funding regulations.
9. Serve as a resource for all district site principals who are aware of interested parties pursuing citizenship.
10. Is aware of potential subject area professional development for Adult Education in instructional techniques, disseminating and receiving assessment information, planning and implementing curriculum, and shares that information with the administrator.

11. Promotes the development of technology literacy throughout the citizenship program.
12. Other duties as assigned.

B. STUDENT MANAGEMENT

1. Maximize opportunities for student success by creating positive mentoring and working relationships with students and colleagues.
2. Be a role-model for students regarding life-long learning and professional behavior.
3. Establish and implement a classroom discipline policy to articulate and maintain standards of expected pupil 3. Promote positive behavior and achieve an effective learning environment in the classroom; maintain a classroom atmosphere conducive to learning.
4. Meet deadlines; maintain appropriate records and prepare progress reports as required; follow district promotion policy.
5. Provide students with additional instruction as required if they need support in academic skill development.

C. PROFESSIONAL

1. Maintain positive staff relations; Work closely with the site principal 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. Promote 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. Handle multiple roles and adjunct duties to make the school work for the students.
5. Attend and participate in required in-service activities.

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: Employee in this position must have the ability to:

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

C. SOCIAL: Employee in this position must have the ability to:

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 the work product of the position be interdependent with that of other staff, consistent attendance is required.
3. Convey an understanding, patient attitude toward other students, parents, staff and members of the 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.

Mandatory Child Abuse Reporter: This position is designated as a Mandated Reporter. The Art Teacher shall report in accordance with California state regulations who observe, have actual knowledge, or reasonably suspect child or elder/dependent abuse or neglect to appropriate agencies.

CANDIDATE SELECTION: The Candidate selected for this position will be required to present prior to the first date of employment: 1) A social security card; 2) Proof of tuberculin risk assessment prior to the first day of hire; 3) Pass State and Federal fingerprint clearances; and 4) Complete all pre-employment training including but not limited to Child Abuse Reporting and Sexual Harassment/Abusive Conduct.

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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

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