

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

April 16, 2021

**Hourly Teacher
Kalamazoo Adult Education Program
Monday – Thursday 9 AM - 12 PM and 1 PM – 3 PM
\$24.99 per hour**

Scope of Responsibilities

To provide instruction to students, at least 20 year of age, for the Kalamazoo Adult Education program. Two levels of instruction are provided by the instructor – beginning and intermediate English as a Second Language to advance adults English skills toward proficiency to function in our community and in the workplace.

Performance Responsibilities

1. Assess academic needs of each individual student
2. Develop educational plans within the classroom for students to complete his or her educational goal.
3. Create instructional lessons that correlate to each individual's instructional level.
4. Provide students contextualized learning for English, citizenship, and soft skills for employability. Three areas of focus are governmental agencies.
5. Maintain records of student's progress and participation using attendance sheets, adult learning plans, and state required assessment for progress- and post-tests.
6. Use a variety of instructional methods, materials, and tools to tailor learning for each student and/or small group learning.
7. Manage and monitor student behavior in classroom and building (reports to AE Leader when necessary).
8. Assist AE Leader with the implementation of positive, responsible behavior strategies.
9. Perform other duties as directed by AE Leader.

Minimum Qualifications

1. A valid Michigan teacher certification
2. Knowledge of the characteristics of adult learners
3. A minimum of three years teaching adult students
4. Successful experience teaching mathematics to adults
5. Experience with the G.E.D. curriculum and testing process
6. Excellent written and oral communication skills.
7. Experience in developing individualized educational plans.
8. Experience in administering formal assessments for student skill evaluation.
9. Ability to work a flexible schedule.
10. Ability to interact successfully with a diverse student population that create a multicultural setting.

DESIRABLE QUALIFICATIONS

1. Ability to read, write and speak Spanish
2. Training in learning styles for students
3. Experience in working with adults with learning disabilities

Please apply online at www.kalamazoopublicschools.com.

This Position will be posted until filled.

Kalamazoo Public Schools is an Equal Opportunity Employer.