

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

April 16, 2021

**Hourly Teacher
Adult Education Program - KPEP Satellite
Monday – Thursday 9 AM - 12 PM or 1 PM – 4 PM
\$24.99 per hour**

Scope of Responsibilities

To provide instruction to students, at least 18 years of age, for the Kalamazoo Adult Education program at satellite locations. Two levels of instruction are provided by the instructor, Pre-GED Skills (Reading, writing, and Math Improvement 7-8 grade levels) and GED Preparation.

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 secondary teacher certification.
2. Knowledge of the characteristics of adult learners
3. A minimum of three years teaching adult students.
4. Successful experience teaching Pre-High School and High School Reading and Math 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

0. Ability to read, write and speak Spanish.
1. Training on learning styles for students.
2. Experience in working with adult students 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.