

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

April 16, 2021

**Beginning English as a Second Language & Literacy Civics Hourly Teacher
Adult Education Program
Monday – Thursday 9 AM - 12 PM
\$24.99 per hour**

Scope of Responsibilities

To provide instruction to participants in the Kalamazoo Adult Education program. Lowest level beginning English instruction provided by the instructor with a civics emphasis for individuals with no previous English skills. The goal of this instruction is to advance the participants towards English proficiency, employment, post-secondary, and citizenship. The civics component of this course helps participants understand their rights and the responsibilities of citizenship. Topics specifically covered in this course are how to navigate governmental agencies, businesses, and health care systems.

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 as well as group learning.
4. Provide students contextualized learning for English, citizenship, and soft skills for employability.
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 group learning – learning styles.
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 experience.
4. Successful experience teaching to adults.
5. Experience with curriculum.
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 multi-cultural setting

DESIRABLE QUALIFICATIONS

1. Ability to read, write and speak Spanish or Arabic.
2. Training in learning styles for students.
3. Training in contextualized learning.
4. 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.