

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

June 11, 2021

**Hourly Math Teacher**  
**Kalamazoo Adult Education Program**  
**\$24.99/hour**  
**Monday & Wednesday 5:30 a.m. – 8:30 p.m.**

## **Scope of Responsibilities**

To provide instruction to students, at least 18 year of age, for the Kalamazoo Adult Education program. Two levels of math instruction are provided by the instructor – Pre HSE (6-8) and HSE (9-12). To advance adults towards proficiency at GED level.

## **Performance Responsibilities**

1. Assess the academic needs of each student.
2. Develop educational plans within the classroom for students to complete his or her educational goal
3. Create 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 assessments for progress and improvement and post-tests.
6. Use various instructional methods, materials, and tools to tailor learning for each student and 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 K-8 certification
2. Knowledge of the characteristics of adult learners
3. Excellent written and oral communications skills
4. Experience in developing individualized educational or adult learning plans
5. Experience in administering formal assessments for student skill evaluation
6. Ability to work a flexible schedule
7. Ability to work in a satellite program that requires interaction with other agency employees.
8. Ability to interact successfully with a diverse population of students that create a multi-cultural setting

9. Technology/computer usage.

### **Desirable Qualifications**

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

Please apply online at [www.kalamazoopublicschools.com](http://www.kalamazoopublicschools.com).

This job will remain posted until filled.

Kalamazoo Public Schools is an Equal Opportunity Employer.