

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

June 18, 2021

**Hourly Teacher – Intermediate ESL  
Kalamazoo Adult Education Program**

**\$24.99/hour**

**Monday – Thursday**

**5:30 – 8:30 p.m., Plus 1.5 hours of prep.**

## **Scope of Responsibilities**

To provide instruction to participants in the Kalamazoo Adult Education program. Intermediate level English instruction is provided by the instructor with a civics emphasis for individuals with some 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 the academic needs of each 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 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 ESL 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's population that create a multicultural setting

### **Desirable Qualifications**

1. Ability to read, write and speak French, Spanish, or Arabic
2. Training in learning styles, differentiated and contextualized learning 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.