

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

Sept 6, 2022

**Hourly Teacher – Adult Basic/GED Education Level
Kalamazoo Adult Education Program**

\$25.49/hour

12 hours a week plus 4 hours of prep for 40 weeks

Monday – Thursday 10:00 AM - 2:00 PM

Scope of Responsibilities

To provide instruction to students at least 18 years of age for the Kalamazoo Adult Education program at the Community Education Center. Pre-GED, and GED instruction for Reading, Writing, Science, Social Studies, and Math to adults using blended instruction with books and computer software to advance to GED classes, and GED test preparation. Many of these students have undiagnosed disabilities that require strong skills in differentiated instruction and learning styles.

Performance Responsibilities

1. Assess the academic needs of each student.
2. Develop educational plans and update an ALP for students to complete his or her educational goal.
3. Create lessons that correlate to each individual's instructional level and group instruction.
4. Provide students contextualized learning and soft skills for employability.
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 and work closely with Goodwill Supervisor.

Minimum Qualifications

1. A valid Michigan K-8 and/or secondary 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 at a satellite program requires interaction with other agency employees.
7. Ability to interact successfully with a diverse population of students that create a multi-cultural setting
8. Technology/computer usage.

Desirable Qualifications

1. A minimum of three years teaching adult students
2. Successful experience teaching reading and mathematics to adults
3. Experienced and certified in Special Education experience.
4. Experience with GED curriculum and testing process
5. Ability to read, write and speak French, Spanish, or Arabic
6. Training in learning styles, differentiated and contextualized learning for students
7. Experience working with adults with learning disabilities.

Please apply online at www.kalamazoopublicschools.com.

This job will remain posted until filled.

Kalamazoo Public Schools is an Equal Opportunity Employer.