

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

Sept 5, 2022

Hourly Teacher – Adult Basic Education Level

Kalamazoo Adult Education Program

\$25.49/hour

8 hours a week plus 2 hours of prep for 40 weeks

Monday – Thursday 12:30-2:30

Scope of Responsibilities

To provide instruction to students at least 18 years of age for the Kalamazoo Adult Education program at the Kalamazoo County Jail. Adult Basic Education (Reading, Writing, Science, Social Studies Grades k-6) to adults at a basic skill level using blended instruction with books and computer software to advance to GED classes. 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 and update an Adult Learning Plan for students to complete his/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. Assist AE Leader with the implementation of positive, responsible behavior strategies.
8. Perform other duties as directed by AE Leader.

Minimum Qualifications

1. A valid Michigan K-8, secondary or substitute 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 in a satellite program that requires interaction with other agency employees.
7. Ability to interact successfully with a diverse population of students.
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 working with incarcerated persons.
5. Experience with AE curriculum and testing process
6. Training in learning styles, differentiated and contextualized learning for students

Please apply online at www.kalamazoopublicschools.com.

This job will remain posted until filled.

Kalamazoo Public Schools is an Equal Opportunity Employer.