



## NOTICE OF VACANCY

Human Resources  
602 Orchard Street, Arroyo Grande, CA 93420  
(805) 474-3000, ext. 1194

February 21, 2025

### NOTICE OF VACANCY DIGITAL LITERACY INSTRUCTOR ADULT EDUCATION 2024-2025 SCHOOL YEAR

We are now accepting applications for the following certificated hourly position.

**POSITION(S):**            **Digital Literacy Instructor - Adult Education**  
*Hourly - Evenings*  
Non-bargaining unit position

**REQUIREMENTS:**

- Valid California Adult Education teaching credential with an authorization in Elementary and Secondary Basic Skills; a Single Subject Social Science credential; or a Multiple Subject credential
- CLAD/BCLAD/EL Authorization (Emergency permits are not accepted)
- Bachelor's Degree, including all courses and/or exams needed to meet credentialing and subject matter competency.
- Previous experience teaching adult learners in a multi-level classroom.
- Knowledge of curriculum and instructional strategies; instructional materials and methods; evaluation and assessment techniques and procedures

**WORK DAYS:**            Up to 22.5 hours/week, up to 221 days per school year

**SALARY:**                \$43.01/hour  
Hourly - Class 1, Step 1 on the [Certificated Salary Schedule 2023-2024](#)

**Additional Information:** The LMUTA CBA expressly excludes both hourly employees and adult education teachers from the health insurance provisions for regular certificated employees. The Education Code does not require Districts to provide health insurance. The Federal Affordable Care Act requires that the minimum qualifications for affordable and essential coverage is offered to adult education teachers who work at least an average of 30 hours or more per week (6 hours per day), equivalent to 0.80 FTE.

**PROCEDURE FOR APPLICATIONS:**

- All interested outside applicants may complete an online application via Frontline and include a letter of interest, resume, three (3) current, signed letters of recommendation, and verification of valid credentials/certifications.  
<https://www.applitrack.com/LMUSD/onlineapp/>
- All interested current temporary and probationary-zero LMUSD contracted employees may apply as an internal candidate.  
<https://www.applitrack.com/LMUSD/onlineapp/>

**APPLICATION DEADLINE:**    **OPEN UNTIL FILLED.**

*The provisions of this Notice of Vacancy do not constitute a contract expressed or implied and any of the provisions contained herein may be modified or revoked without notice.*

The Lucia Mar Unified School District prohibits unlawful discrimination, intimidation, harassment (including sex-based harassment) or bullying based on a person's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decision making; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of Human Resources at 602 Orchard Street, Arroyo Grande, California, 93420. Phone: 805-474-3000 ext. 1190 Email: [jennifer.handy@lmusd.org](mailto:jennifer.handy@lmusd.org)

**LUCIA MAR UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES**

602 F Orchard Street, Arroyo Grande, CA 93420 805-474-3000

**CERTIFICATED ADULT EDUCATION  
JOB DESCRIPTION**

---

DATE: February 11, 2025  
TITLE: **DIGITAL LITERACY INSTRUCTOR**  
SALARY RANGE: Class 1, Step 1 Certificated Salary Schedule  
SCHEDULE/WORK DAYS: Up to 221 days, Up to 22.5 hours per week  
EXEMPTION STATUS: Exempt - Professional Employee Exemption – FLSA

**DESCRIPTION:**

Under the direction of the Adult Education Principal, provide an educational program and teach one or more classes of Digital Literacy to adults; develop, implement and present lesson plans according to established curriculum standards and requirements.

**MINIMUM QUALIFICATIONS:**

- Credential: Valid California Adult Education teaching credential with an authorization in Elementary and Secondary Basic Skills; a Single Subject Social Science credential; or a Multiple Subject credential CLAD/BCLAD/EL Authorization (Emergency permits are not accepted).
- Education: A Bachelor's Degree, including all courses and/or exams needed to meet credentialing and subject matter competency.
- Experience: Previous experience teaching adult learners in a multi-level classroom.  
Successful experience in interacting with and working with peers.  
Knowledge of curriculum and instructional strategies; instructional materials and methods; evaluation and assessment techniques and procedures

**PREFERRED QUALIFICATIONS:**

- Experience: Proficiency in current technology, digital tools, and online learning platforms.  
Experience teaching, preferably adult learners or similar, in digital literacy or a related subject.
- Personal Qualities: Resourceful, innovative, helpful, diligent, persistent, and a willingness to work with colleagues and students.
- Additional: Bilingual skills in English/Spanish

**DUTIES AND RESPONSIBILITIES:**

A. INSTRUCTIONAL:

1. Design and implement engaging, learner-centered digital literacy lessons tailored to adult learners.
2. Cover foundational topics such as computer basics, internet navigation, email communication, online safety, and productivity software (e.g., Microsoft Office or Google Workspace).
3. Integrate critical thinking, problem-solving, and digital skills into lessons.

B. STUDENT MANAGEMENT:

1. Maximize opportunities for student success by creating positive mentoring and working relationships with students and colleagues. Be a role-model for students regarding life-long learning and professional behavior.
2. Establish and implement a classroom discipline policy to articulate and maintain standards of expected pupil.
3. Promote positive behavior and achieve an effective learning environment in the classroom; maintain a classroom atmosphere conducive to learning.
4. Meet deadlines; maintain appropriate records and prepare progress reports as required; follow district promotion policy.
5. Provide students with additional instruction as required if they need support in academic skill development.

C. PROFESSIONAL:

1. Foster a welcoming and inclusive learning environment.
2. Motivate and encourage learners to build confidence in their digital abilities.
3. Address barriers to learning and connect learners with additional resources as needed.

**ESSENTIAL JOB FUNCTIONS:**

A. PHYSICAL: Employee in this position must have the ability to:

1. walk, stand and/or sit for extended periods of time;
2. see and read printed matter with or without vision aids;
3. hear and understand speech at normal levels;

4. speak English so that others may understand at normal levels;
5. stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 pounds to waist height;
6. move throughout the building and school grounds as necessary.

B. **MENTAL:** Employee in this position must have the ability to:

1. concentrate on a single task for up to two (2) hours at a time;
2. learn quickly and adapt to a variety of technology, machinery, instructions, and task methods;
3. meet deadlines in terms of work assignment schedules;
4. speak and write in a clear, concise manner.

C. **SOCIAL:** Employee in this position must have the ability to:

1. interact daily in person with other members of the school district, community agencies, school staff, parents, and students, and possess comfortable interpersonal skills and cooperative attitudes;
2. convey an understanding, patient attitude toward students, parents, other staff and members of the community;
3. maintain the privacy of confidential information, including employee information, student information, etc.;
4. have consistent attendance because of the time-urgent nature of duties and because the work completed by the person in position is interdependent with that of other staff.

*NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.*

---

**Mandatory Child Abuse Reporter:** This position is designated as a Mandated Reporter. The position shall report in accordance with California state regulations who observe, have actual knowledge, or reasonably suspect child or elder/dependent abuse or neglect to appropriate agencies.

**CANDIDATE SELECTION:** The Candidate selected for this position will be required to present prior to the first date of employment: 1) a social security card; 2) proof of tuberculin risk assessment prior to the first day of hire; 3) pass State and Federal fingerprint clearances; and 4) complete all pre-employment training including but not limited to Child Abuse Reporting and Sexual Harassment/Abusive Conduct.

The Lucia Mar Unified School District prohibits unlawful discrimination, intimidation, harassment (including sex-based harassment) or bullying based on a person's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decision making; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of Human Resources at 602 Orchard Street, Arroyo Grande, California, 93420. Phone: 805-474-3000 ext. 1190 Email: [jennifer.handy@lmsd.org](mailto:jennifer.handy@lmsd.org)

ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF THE LUCIA MAR UNIFIED SCHOOL DISTRICT  
AND MAY BE REVIEWED BY BUT CANNOT BE RETURNED TO THE APPLICANT.

---

***AN EQUAL OPPORTUNITY EMPLOYER***