

GILA COUNTY EDUCATION SERVICE AGENCY

1400 E. Ash St. ~ Globe, AZ. 85501 ~ (928) 402-8784

www.gilacountyschools.org

VACANCY ANNOUNCEMENT

ANNOUNCEMENT DATE: May 13, 2014

CLOSING DATE: Until Filled

JOB CLASSIFICATION: Education

JOB TITLE: **Adult Education Instructor**

LOCATION(S): Payson

BEGINNING DATE: Upon employment

TERMS OF EMPLOYMENT: Variable, 8-16 hours per week for 42 weeks;

SALARY: \$15-20 per hour DOE, No Benefits except those required by law

REPORTS TO: Adult Education Project Director

POSITION DESCRIPTION

Responsible for instructing ABE/GED classes to a diverse population of adult students and maintaining records and preparing project data as required by the grant and the Arizona Department of Education.

ESSENTIAL DUTIES & RESPONSIBILITIES *(Other duties & responsibilities may be assigned.)*

- Instruct adult students in ABE/GED classes
- Assess, evaluate and document students' skills and progress
- Prepare instructional materials, lesson plans and classroom presentations
- Develop, review and revise curriculum
- Maintain accurate records and documentation
- Perform special work assignments as part of the Adult Education Program team
- Participate in professional development and training activities as appropriate or required

MINIMUM POSITION REQUIREMENTS

- BA/BS degree in Education or a related major field of study preferred
- Arizona Adult Education certification or eligibility for certification
- Minimum two (2) years' classroom experience teaching adults preferred

APPLICATION PROCEDURES

Submit the following: 1) Employment Application; 2) Resume; 3) Transcripts; 4) Three (3) current letters of recommendation and/or Placement File; 5) Copy of valid Arizona Certificate(s); 6) Copy of valid Arizona Driver's License; and 7) Copy of valid Fingerprint Clearance Card.

NOTICE OF NON-DISCRIMINATION: The Gila County Education Service Agency does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities.