

GILA COUNTY EDUCATION SERVICE AGENCY

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

www.gilacountyschools.org

VACANCY ANNOUNCEMENT

ANNOUNCEMENT DATE: April 20, 2016

CLOSING DATE: Until Filled

JOB CLASSIFICATION: Education

JOB TITLE: **Adult Education Project Director/Instructional Leader**

LOCATION(S): Gila County

BEGINNING DATE: July 1, 2016

TERMS OF EMPLOYMENT: Part-Time; 20 hours per week for approximately 40 weeks through June, 2017

SALARY: \$16,000-22,000 DOE, No Benefits except those required by law

REPORTS TO: Gila County Superintendent of Schools

POSITION DESCRIPTION

Responsible for overall administration and monitoring of the countywide Adult Education Program as required by the Gila county Education Service Agency and the Arizona Department of Education.

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

- Administer and monitor all grant activities
- Maintain ongoing communication and flow of information with ADE, Adult Education Division
- Provide instructional leadership and support to instructors to attain program goals
- Provide leadership to instructors in 1) assessing, evaluating and documenting students' skills and progress; 2) preparation of instructional materials, lesson plans and classroom presentations; 3) curriculum development, review and revision; and 4) maintenance of accurate records and program documentation
- Instruct adult students in ABE/GED classes as pertinent or needed
- Ensure adherence to the project budget; create requisitions, grant amendments, etc.
- Prepare project reports as required by the School Superintendent's Office and the ADE
- Participate in professional and leadership development activities as appropriate or required
- Communicate and collaborate with other adult education providers to meet the needs of all adult learners in Gila County
- Develop and implement a communications plan to promote Adult Education and available opportunities in Gila County.

MINIMUM POSITION REQUIREMENTS

- BA/BS degree in Education or a related major field of study
- Arizona Adult Education Certification or eligibility for certification
- Minimum 2 years' classroom experience teaching adults
- Experience as Project/Program Director preferred
- Demonstrated ability to work effectively with teachers, administrators and classified staff.
- Excellent oral and written communication skills required.

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.