

**CENTREVILLE PUBLIC SCHOOLS**  
**190 HOGAN ST., PO BOX 158**  
**CENTREVILLE, MI 49032**

June 5, 2018

**NOTICE OF VACANCY**

**POSITION:** Hourly Teacher - ABE and HSE Prep - Adult Education Program

**REPORTS TO:** Community Education/Adult Ed/Online Program Director

**STARTING DATE:** Fall 2018

**SCOPE OF RESPONSIBILITIES:** To provide instruction to students, 17 years of age and older, for the Centreville Adult Education program at the St. Joseph County Jail. Adult Basic Education (reading writing, computer, employability and math literacy) to advance educational skills using blended instruction with books/ computer software. Many students have undiagnosed disabilities requiring differentiated instruction.

**PERFORMANCE RESPONSIBILITIES:**

1. Assess academic needs of each individual student.
2. Develop educational plans within the classroom for students to complete their educational goals.
3. Create lessons that correlate to each individual's instructional level and/or small group instruction.
4. Provide students contextualized learning for preparation of the High School Equivalency Assessment.
5. Maintain records of students' progress and participation using attendance sheets, adult learning plans, and state required assessment for progress- and post-tests.
6. Use a variety of instructional methods, materials, and tools to tailor learning for each student or group.
7. Manage and monitor student behavior in the classroom (report to program director when necessary).
8. Assist program director with the implementation of positive, responsible behavior strategies.
9. Perform other duties as directed by the program director.

**NECESSARY QUALIFICATIONS:**

1. Shall hold a valid Michigan Teachers' Certificate.
2. Knowledge of the characteristics of adult learners.
3. Excellent written and oral communication skills, and technology skills/computer usage.
4. Experience in developing individualized educational plans.
5. Experience in administering formal assessments for student skill evaluation.
6. Ability to function effectively with minimal supervision.
7. Ability to interact successfully with a diverse student population.

**DESIRABLE QUALIFICATIONS:**

1. A minimum of three years teaching experience and/or experience in teaching in a correctional facility.
2. Successful experience teaching reading and mathematics to adults.
3. Special education experience/certification.
4. Experience with High School Equivalency curriculum and testing process.
5. Training in learning styles, differentiated and contextualized learning for students.
6. Past experience in working with adults with learning disabilities.

**SALARY:** As per contract.

**APPLICATION:** Applications are being accepted through Frontline Education (aka Applitrack) only at <https://www.applitrack.com/sjcisd/onlineapp/default.aspx>. In addition to the on-line application, please include a letter of interest, resume', copies of university transcripts and relevant certifications. Email questions to Jane Rumsey, HR/Ex. Assistant at [jrumsey@cpschools.org](mailto:jrumsey@cpschools.org).

**APPLICATION DEADLINE:** Applications will be accepted until June 20, 2018.

The Centreville Public School District does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other legally protected status in its employment decision or the provision of services.