



Humanities Adult Educator: Cortez Site

The Durango Education Center seeks an experienced educator to join our team of caring and dedicated staff. The Humanities Educator is part of our High School Equivalency program (GED and HiSet), comprising highly skilled, patient, and committed teachers. The Humanities Educator will assist learners in attaining the reading comprehension and analytical skills needed to reach high school reading ability level, and help students at the high school reading level to pass the High School Equivalency tests in Language Arts, with a focus on pro and con issues, text complexity, the standard conventional skills of grammar and usage, and analytical, non-fiction and literary writing. This educator will also teach Social Studies with a focus on U.S. History, civics and government, historical documents, economics, and geography. All of our teachers continually seek innovative and creative ways to engage students and ensure that they are making academic progress. Flexibility and confidentiality are essential in all facets of this position.

Location

This position will teach at the Cortez Adult Education Center with the tentative weekly schedule of Monday – Thursday 9:00—3:00 plus six additional hours of paid prep time onsite.

Status

Full-time, 32 hours/week, mid-August 2018 through May 2019, exempt from overtime. This position is eligible for medical and dental benefits after a two-month waiting period.

Compensation

\$26,000 - \$27,000 for 38.5 weeks. Benefits include paid time off.

Responsibilities

- Teach adult basic education (ABE) reading fundamentals in a class setting to prepare students to move into the accelerated adult secondary classes in language arts and social studies classes
- Teach adult secondary education (ASE) language arts and social studies curricula in an accelerated learning class designed to help students who attend regularly and are working at a high school level reading ability level to pass the high school equivalency test at the end of each 8-week session
- Apply differentiation techniques, small group strategies, and problem-solving approaches to develop critical thinking and high student achievement
- Chart in electronic student files and maintain individual confidentiality of student files and information in all forms of communication

- Perform formative assessment, record-keeping, and reporting duties as required by Durango Adult Education Center and the Colorado Department of Education.
- Collaborate with team members to continue standards-based instruction for the high school equivalency diploma, with a strong emphasis on computer-based teaching with netbook computers in the classroom
- Provide guidance to volunteer tutors regarding curriculum, teaching methods, and materials
- Begin the Adult Basic Education Authorization within six months of hire and complete within 36 months or if candidate already has an ABEA, complete 90 hours of professional development and successfully re-authorize the ABEA within five years
- Attend professional development, trainings, graduations, and in-services as required by the Colorado Department of Education, HSE Lead Teacher and/or the Executive Director

Desired Qualifications

- Certified in Secondary Language Arts and/or Social Studies
- Technology skills and experience with educational software, Microsoft Word and Outlook, and willingness to learn new technology to improve student learning
- Experience with at-risk youth and adults
- Depth of knowledge of reading fundamentals, assessing reading weaknesses, and skills to support strong analytical reading with increased fluency and reading rate
- Experience with and ability to differentiate varied reading and writing levels and skill gaps
- Minimum of 3 years of teaching experience
- Excellent communication skills with an ability to prioritize, negotiate, and work with a variety of personalities
- Personal qualities of integrity, credibility, and commitment to the mission of the Durango Adult Education Center

To apply, please email a complete application package (cover letter, resume, and a list of three references) to: smoran@durangoadulted.org

Position is open until filled