



Part-Time Language Arts Adult Educator

The Durango Adult Education Center seeks an energetic educator to join our team of caring and dedicated staff. The Language Arts Adult Educator is part of the High School Equivalency (GED and HiSet) program, comprising highly skilled, experienced, patient, and committed teachers. The educator will focus on assisting students with attaining the language arts skills they need to pass the Reading and Writing portions of the High School Equivalency (GED or HiSet) exams in alignment with the student's goals. The educator will continually seek innovative and creative ways to engage students and ensure they are making academic progress.

This is a part-time position, approximately 8 hours/week: six teaching and two for prep. Classes are held at The Commons building in Durango on Mondays, Tuesdays and Wednesdays from 5 pm – 8 pm, April 2 – May 23, 2018. The starting pay for this position is \$20.50/hour. This part-time position is not eligible for benefits. Flexibility and confidentiality are essential in all facets of this position.

Responsibilities

- Teach adult basic education and High School Equivalency-level curricula in a class setting
- Apply differentiation techniques, small group strategies, and problem-solving approaches to develop critical thinking and high student achievement
- Chart in student electronic files and maintain individual confidentiality of student information in all forms of communication
- Perform assessment, record-keeping, and reporting duties as required by DAEC, the Colorado Department of Education, and OCTAE and adhere to confidentiality
- Incorporate computer-based lessons in the classroom weekly using netbooks
- Provide guidance to volunteer tutors regarding curriculum, teaching methods, and materials
- Attend professional development, trainings, and in-services as required by the Colorado Department of Education, HSE Program Mgr. and/or Executive Director

Qualifications

- Certified in Secondary Language Arts
- 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
- Wide-ranging depth of knowledge with high school and college level reading and writing strategies
- Minimum of 3 years of teaching experience
- Excellent communication skills with ability to prioritize, negotiate, and work with a variety of personalities
- Personal qualities of integrity, credibility, and dedication to the mission of the Durango Education Center

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

Applications will be reviewed upon receipt. No applications will be accepted after February 28, 2018.