

NOTICE OF VACANCY

DATE: September 19, 2019

TITLE OF VACANCY: Adult Diploma Instructor (One Year Only)

LOCATION: Lawrence Education Center

DAYS PER YEAR: 180 Remainder of School Year **HOURS PER DAY:** 6.5

REQUIREMENTS/QUALIFICATIONS:

1. Valid Illinois teaching certificate preferred
2. Bachelor's Degree
3. ICCB Content Specialist preferred, or willingness to obtain
4. Experience and interest in working with educationally disadvantaged out of school youth
5. Demonstrated ability to teach critical-thinking and problem-solving skills
6. Demonstrated ability to use current computer technology and instructional software
7. Strong mathematical skills

SPECIFIC RESPONSIBILITIES:

1. Support the mission, vision, goals and instructional focus of Lawrence Education Center.
2. Ability to work in a team driven environment.
3. Establish and maintain a classroom climate that is conducive to learning.
4. Plan and facilitate explicit teaching activities for whole group and small group discussions/activities in order to provide engaged learning opportunities.
5. Adapt teaching methods and instructional materials to meet students' varying needs, abilities and interest by planning and conducting lessons that promote learning.
6. Learn and implement the Edmentum online curriculum, teaching HS Science and Math along with various Elective courses.
7. Use a variety of methods to monitor student learning and assess student progress.
8. Provide concise lesson & sub plans.
9. Have materials and supplies available.
10. Maintain accurate, complete, and correct records as required.
11. Communicate effectively with students, parents, and administration.
12. Cooperate in carrying out school district rules and regulations.
13. Be punctual and regular in attendance.
14. Assist in meeting or exceeding federal targets.
15. Complete a minimum of 12 hours of professional development each fiscal year, as well as training as directed by the Principal.
16. Perform other duties as assigned.

APPLICATION DEADLINE:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$27.49 Per Hour
(18-19 Rate)

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement

HOW TO APPLY:

Go to www.sps186.org/humanresources and click on classified vacancies, follow online instructions.

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

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