

NOTICE OF VACANCY

Simi Valley Adult School
1880 Blackstock Avenue, Simi Valley, CA 93065
Phone: 805.579.6200 ext. 1630
FAX: 805.522.8902

DATE OF NOTICE: November 15, 2011

POSITION: Adult Education
Lead Teacher / Academic Studies Center

SALARY RANGE: \$31.53 to \$37.59 Hourly starting rate/step
Depending on Level of Education

CONTRACT PERIOD: Adult Education School – July 1 to June 30 (annually)
1680 FTE / 40 Hours per Week

EFFECTIVE DATE OF EMPLOYMENT: To Be Determined

APPLICATION

The following items must be submitted to Adult Education Administration to complete the application process:

- ✓ A personal letter of application giving reasons for being interested in this position;
- ✓ Three current letters of recommendation;
- ✓ A current resume;
- ✓ An adult education application;
- ✓ Copies of the appropriate credentials.

GENERAL

Serve as coordinating teacher for three high school diploma programs: Under 18, concurrent and adult. Manage attendance, progress and discipline in all three. Maintain pertinent documentation and records. Organize, oversee and provide instruction in 55 self-study courses and the GED testing/remediation program. Supervise the work of approximately eleven teachers and three instructional aides. Provide training and assistance when needed. Manage department staffing, schedule and budget. Attend designated meetings. Develop and write new courses. Evaluate classes for the purpose of improvement and/or modification in instruction. Teach multiple subjects at counter in lab and single subjects in a structured classroom.

QUALIFICATIONS

Clear Multiple Subject or Secondary Teaching Credential. Competency in Algebra 1 required. Adept in high school science, social studies and English. Strong computer skills. Classroom teaching experience (high school and adult education preferred). Experience with, and understanding of, alternative education programs. WASC experience. Curriculum knowledge. Supervisory and/or leadership experience. Experience working with at-risk students.

APPLICATIONS ACCEPTED: Until Position is Filled
Please submit all supporting documents to
Annie Burbridge/Human Resources

An Equal Opportunity Employer