



Professional Vacancy Richardson ISD

POSITION: ADULT LITERACY INSTRUCTORS-MICROSOFT OFFICE

REPORTS TO: COORDINATING DIRECTOR OF EXTENDED LEARNING DEPARTMENT

PERIOD OF EMPLOYMENT: PART-TIME /10-15 HOURS A WEEK **POSITION CONTROL #**

SALARY: **LOCAL PAY GRADE:** **SALARY RANGE: \$25/HOUR**

QUALIFICATIONS:

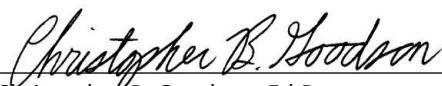
- Bachelor's Degree from an accredited university in a directly related field
- Texas Teacher's Certificate preferred
- Excellent computer skills with knowledge of MS Windows and MS Office professional
- Knowledge and application of effective ESL, GED, Distance Learning, and Workforce Transitions instructional strategies
- Leadership abilities in organization, management, communication and interpersonal relations
- Experience in presenting information to staff and students
- Initiative and a willingness to follow verbal and written instructions
- Competence in working with linguistically and culturally diverse constituencies
- Ability to travel to program sites throughout the district and the community
- Must be able to work flexible hours

RESPONSIBILITIES

- Teach WORD, Excel, PowerPoint and Access to adult learners
- Provide holistic, learner-centered instruction for adults
- Implement actions to recruit and retain students in order to maintain a daily attendance of 15 students (minimum)
- Administer, analyze and interpret ABE assessments to/for adult students while adhering strictly to directions and scoring procedures and providing appropriate testing conditions
- Meet with students individually to advise on all areas related to transitions such as career research and planning, workforce training, internship placement, job readiness and employment search, college planning and admissions, financial aid processes
- Develop and submit weekly lessons plans in targeted subject areas
- Keep and assume the final responsibility for the accurate account of student records
- Attend a minimum of 15 clock hours of staff development annually
- Meet proficiency levels of required technology skills and incorporate technology as required by supervisor
- Perform all other tasks and duties as assigned

APPLICATION PROCEDURE: Apply online at www.risd.org. Current RISD employees should complete an internal online application at <https://www.applitrack.com/risd/OnlineApp/default.aspx>

Applicants will be contacted if an interview is needed.

APPROVED: 
Christopher B. Goodson, Ed.D.
Assistant Superintendent – Human Resources

DATE: 07/25/2019