



## Professional Vacancy Richardson ISD

**POSITION:** ADULT LITERACY INSTRUCTOR

**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
- Knowledge and application of effective GED and Workforce Transitions instructional strategies
- Leadership abilities in organization, management, communication and interpersonal relations
- Initiative and a willingness to follow verbal and written instructions
- Excellent computer skills with knowledge of MS Windows, MS Office professional, and Google
- Competence in working with linguistically and culturally diverse constituencies

**MAJOR RESPONSIBILITIES:**

- Create assignments, quizzes, and tests that measure the competency level of students
- Analyze the results of each assignment to see which students need more work on a given concept
- Pay attention to trends in the industry, which includes self-learning
- 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
- Provide AEL support activities in contextualized reading and writing, while also assisting students with vocabulary related to employment
- Plan lessons according to state and national standards, incorporating technological elements into each lesson.
- Attend a minimum of 15 clock hours of staff development annually
- Perform all other tasks and duties as assigned

**APPLICATION PROCEDURE:** Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.

Applicants will be contacted if an interview is needed.

**DEADLINE FOR APPLICATION: UNTIL FILLED**

**APPROVED:**

A handwritten signature in black ink that reads 'Christopher B. Goodson'.

Dr. Christopher B. Goodson  
Assistant Superintendent - Human Resources

**DATE:** 01/16/2025

### EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.