



# **St. Charles School District**

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400 N 6<sup>th</sup> Street – St. Charles MO 63301  
(636)443-4004 Or Fax (636)443-4066

## **ADULT EDUCATION INSTRUCTORS ADULT AND COMMUNITY EDUCATION**

The Adult and Community Education program of the St. Charles City School District is seeking experienced Adult Education Instructors to teach day and evening courses in the following areas:

**Allied Health** -- *Phlebotomy, EKG, Billing and Coding*

**Computer Applications** -- *MS Office, Windows 11, Google Suite, Android and iPhone essentials*

**Personal Enrichment** -- *Nutrition, Photography, Writing*

**Fitness** -- *Yoga, Zumba, Tai Chi, 5K, Pilates*

**Literacy** -- *HiSET, ESL*

**Language** -- *French, Italian, German, Spanish*

**Creative Arts** -- *Sewing, Cricut, Drawing, Painting*

**Dance** -- *Latin, Hip Hop, Ballroom, Swing, Wedding*

The Adult Education Instructor will work under the general supervision of the Adult and Community Education Program Supervisor.

### **Responsibilities include, but are not limited to...**

- Plan, develop, and instruct adult education classes within their subject matter expertise.
- Provide learner guidance to students in a classroom environment favorable to lifelong learning and personal growth.
- Establish effective rapport with students, and motivate students to develop the attitudes and knowledge needed to ensure effective learning.
- Prepare and maintain all required documentation and administrative reports.
- Maintain a secure classroom environment.

### **Strong knowledge of...**

- Subject matter being taught.
- Adult teaching and learning principles, curriculum development, training methods, and test development, if applicable to the course.
- Classroom management skills.

### **Qualifications...**

- High school diploma. College Degree or its equivalent is preferred.
- Proven experience in the subject matter being taught.
- Proven experience in teaching adults.
- Must have strong communication and interpersonal skills.
- Must be proficient in the use of computers with a working knowledge of all applications of Microsoft Office and the internet.

**Interested and qualified persons should:** Complete an online Applitrack application at [www.stcharles.k12.mo.us](http://www.stcharles.k12.mo.us).

Contact Kathy Beerman at 636-443-4003 for more information.

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**St. Charles School District is an Equal Opportunity Employer**