

**COMMUNITY ACTION, INC. OF CENTRAL TEXAS  
JOB VACANCY NOTICE # 17-08**

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Date Posted: March 7, 2017

Program:	<b>Adult Education</b>	Position:	<b>Adult Education Substitute Teacher &amp; Tester</b>
Location:	<b>All Counties</b>	Status:	<b>Casual</b>
Schedule:	<b>Schedule Will Vary</b>	Salary:	<b>\$19.00 Hr</b>
<b>Application Deadline:</b>		<b>Open Until Filled</b>	

**Mission:**

Community Action develops opportunities for people and communities to realize their potential.

**Strategic Function:**

To provide low-income families with the skills necessary to attain living wage jobs.

**Operating Principles:**

- A. *Lifelong Learning:* Seeks innovative opportunities to expand knowledge, skills, and experiences.
- B. *Effective Communication:* Provides well thought-out, concise, and timely oral and written information.
- C. *Teamwork:* Considers group effort more important than individual effort.
- D. *High Personal Standards:* Sets challenging goals and continuously seeks feedback and opportunities to improve performance.
- E. *Flexibility:* Accepts other viewpoints, shifts strategies if necessary, and adjusts to changing work priorities.
- F. *Concern for Accuracy and Effectiveness:* Considers how work impacts both short term and long term operating efficiencies.
- G. *Initiative:* Is proactive rather than reactive.
- H. *Courteous and Respectful:* Ensures all business dealings and relationships are conducted fairly and honestly.

**Duties/Responsibilities:**

1. Provide individual and group instruction in the areas of literacy: Adult Basic Education, English as a Second Language, Adult Secondary Education including GED preparation, computer literacy, life skills, family literacy, workforce preparation, and/or special projects as assigned.
2. Ensures that a minimum of 75% of paid time is devoted to instruction, counseling, and/or assessment of students.
3. Special Project Assignment: As assigned, adult education instructor will adhere to special project grant and/or funding requirements such as but not limited to: outreach and recruitment; facilitation of student orientations; coordination of internship/volunteer activities; design classroom syllabus; prepare and maintain project records; meet with project staff accordingly; attend special project training, etc.
4. Develop and/or facilitate new student orientation process which includes greeting and registering new students, administering required baseline assessments, scoring of assessments, and introducing students to facility, site and services in a pleasant and effective manner. Orientation process will vary according to assigned class and/or special project.
5. Develop and maintain daily lesson plans for each class tailored to the instructional needs of students. Maintain lesson plans clearly labeled and accessible. Documentation should include monthly attendance sheets, student work, and lesson plans. It may also include teacher reflection, materials used, and student evaluations.
6. Maintain retention in classroom and/or site by outreach and recruitment efforts, daily classroom structure, and as assigned by immediate supervisor.
7. Incorporate functional context, health literacy, workforce preparation, computer skills and transition skills in all lesson planning and curriculum. This includes the use of "project-based learning" and the Texas Adult Education Content Standards and Benchmarks for ABE/ASE and ESL Learners.
8. Maintain and update instructional materials in classroom by keeping classroom and/or site inventory and informing immediate supervisor of material needs.
9. Consult with immediate supervisor or with Adult Education Program Manager regarding assistance in developing lesson plans, planning activities, instructional materials, classroom resources, classroom or site management, and staff development concerns.
10. Maintain instructional student portfolios including mandated assessments, and student work representing student ability and progress on all students who participate in adult education program.
11. Prepare and deliver to supervisor, monthly attendance, achievement, activities, lesson plans, and other reports as requested.

12. Ensure accountability requests regarding TEAMS (Texas Educating Adults Management System) are being met. Responsible for class and/or special project outcomes such as Retention, Completion of Level, Gains, and Follow-up measures as outlined by Texas Education Agency.
13. Participate in workshops, in-service training, and make use of personal and professional growth as outlined by the Texas Education Agency staff requirements and/or as assigned by supervisor.
14. Disseminate successes and challenges through presentations at in-services, CAI Board meetings, Advisory Committee meetings, City Council meetings, County Commissioners meetings, School Board meetings, literacy council meetings and/or conference presentations as appropriate and/or assigned.
15. Train and supervise instructional assistants, interns, substitutes, volunteers, and others as applicable or assigned.
16. Work with Adult Education Leadership Team and CAI's Leadership Team establishing and meeting applicable program goals and objectives outlined in CAI's strategic plan.
17. Answer telephone and relay messages accordingly. Address walk-in inquiries about adult education program, special project, and/or site services.
18. Perform general clerical tasks related to the adult education program that includes typing, filing, xeroxing, e-mail communication, Internet searches, and word processing.
19. Understand and provide information concerning CAI programs including inviting "internal" colleagues as guest speakers at sites and classrooms, and make appropriate student referrals.
20. Understand and provide information concerning priorities and procedures of different agencies represented by site collaboration and local community resources by inviting representatives from other agencies to be guest speakers for sites and classrooms. Refer students to different resources as appropriate.
21. Collaborate and coordinate adult education activities, classes, etc. with site partners and other community organizations including other CAI programs, in delivering services in the most effective and seamless manner.

**General Indicators:**

1. Submits time sheets accurately and on time to supervisor.
2. Submits mileage accurately and on time to supervisor
3. Attends all staff and other meetings as assigned
4. Manages time effectively.
5. Is a positive role model
6. Maintains confidentiality: records, client services, and staff.
7. Adheres to Agency's best practices related to time and leave.
8. Dress is appropriate to work environment.
9. Maintains a safe, orderly and clean environment.
10. All other duties as assigned.

**Qualifications:**

**Preferred:**

- Bachelor's Degree preferably in education or related field
- Valid Texas Teacher Certification
- Experience teaching adults and/or facilitating groups
- Experience working with educationally and/or economically disadvantaged adults
- Experience working in collaborative or "team: environments
- Bilingual (Spanish) communication skills

**Required:**

Bachelors Degree in any field

**Physical Requirements:**

Ability to stand for duration of class  
 Ability to carry classroom materials

**Other Requirements:**

Valid Texas Driver's License -Class C  
 Daily access to vehicle  
 Vehicle Insurance (Personal Injury and liability)  
 Documentation of Tuberculin-free condition

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**CANDIDATES WILL NOT BE INTERVIEWED WITHOUT A COMPLETED  
EMPLOYMENT APPLICATION.**

Interested applicants should mail applications to:

Ruth Salinas

P.O. Box 748,

San Marcos, TX 78667-0748

To send by secured email please visit our Website Careers Page.

**For additional information about Community Action, Inc. visit our Website at  
[www.communityaction.com](http://www.communityaction.com).**