



**METROPOLITAN SCHOOL
DISTRICT WASHINGTON
TOWNSHIP, MARION COUNTY
8550 Woodfield Crossing Blvd., Indianapolis, Indiana 46240**

POSITION VACANCY

POSITION: Adult Education Instructor – English Language (Part-time – 8 hours per week)
LOCATION: Marion County, Boone County, and Hamilton County Locations
CLASSIFICATION: Certified
SALARY: \$35/hour
SCHEDULE: Days and Evenings, as required

JOB DESCRIPTION:

- Position will be instructing adults in preparation for the High School Equivalency exam or a multi-level ENL classroom setting and recording progress through the national TABE CLAS-E assessment
- Responsible for lesson planning and implementation
- Must be available for on-going professional development
- Ability to administer TABE CLAS-E assessments
- Proficient in data entry for student information and assessments
- Provide high learning expectations and instructional intensity
- Collaboration with other ESL Instructors to implement best practice
- Classroom management including:
 - Student learning plans/individual conferences
 - Data oversight and monitoring
 - Student transition plans

JOB REQUIREMENTS:

- Bachelor's Degree - Teaching License Preferred
- Innovative, creative, and enthusiastic
- Strong organizational and communication skills

PREFERRED QUALIFICATIONS AND SKILLSETS:

- Adult Education teaching experience
- K-12 English Language Instruction
- Special Education
- Community Outreach

- State InTERS data system
- Curriculum planning and development

PHYSICAL REQUIREMENTS:

- | | |
|----------------------------|---------------------------------|
| 1. Seldom = Less than 25 % | 3. Often = 51 to 75% |
| 2. Occasional = 26 to 50 % | 4. Very Frequent = 76 % & above |

- Ability to stand for extended periods of time (1)
- Ability to carry 25 pounds (1)
- Ability to work at a desk, conference table or in meetings of various configurations (4)
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter (4)
- Ability to hear and understand speech at normal levels (4)
- Ability to communicate so others will be able to clearly understand a normal conversation (4)
- Ability to operate office equipment (4)
- Ability to reach in all directions (1)
- Amount of force to push / pull up to 15 pounds (1), 25-30 pounds (1), and 50 or more (1)
- Amount to lift 25-30 pounds (1) and 50 or more pounds (N/A)
- Climbing (N/A)
- Overhead work (N/A)

Those interested in applying for this role are asked to complete an on line application through our website at www.msdt.k12.in.us and attach a current resume.

WASHINGTON TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER