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PLEASE POST

FROM: Larry Prince, Director of Human Resources

DATE: September 14, 2017

SUBJECT: Vacancy for 2017-2018

The Concord School District has the following vacancy for 2017-2018:

Adult High School Teacher/Instructor (Various Subjects)

Concord High School – Adult High School Program

One Year Only

\$30/hr (hours depend on course(s) taught)

No benefits associated with this position

Hourly Rate: \$30.00

Start Date: ASAP

Complete job description attached.

This vacancy is posted through September 21, 2017, or until filled

If you are interested in this vacancy, please submit a job application with a letter of interest, resume, three current, signed letters of reference to: Ms. Carol Lundin, Diploma Academy Coordinator, c/o Concord High School, 170 Warren St., Concord, NH 03301 or e-mail at: clundin@sau8.org.

Go to www.sau8.org for a complete listing of all vacancies and to download the job application form.

Concord Regional Diploma Academy Adult Diploma Program: Teacher/Instructor

Job Description

General Statement

An Instructor or Content Teacher in the Concord Adult Diploma Program is responsible for teaching courses, facilitating the development and assessment of independent learning experiences, and/or mentoring/coaching students as they demonstrate success in academic or college/career preparation program options through a competency based program format.

Essential Job Functions

- Participates as an active member of the Adult Diploma Program Team (attending meetings, collaborating on program development, other requests as needed)
- Communicates with all stakeholders supporting and providing information or services to Adult Diploma Program students (Director, Support Specialist, community partners or employers, etc)
- Coordinates student reporting requirements
- Possess and maintain the appropriate academic, technical and career ready skills required for each individual job responsibility
- Provides reports and student assessment to Director when requested
- Communicates student concerns (performance, behavior, other challenges) to Director and/or Student Support Specialist)
- Provides support services for students who may require adaptations, accommodations or different pathways towards academic, social and workplace success.

Knowledge, Skills and Abilities

- Working knowledge and experience with a variety of students needing academic, social, physical assessments and/or accommodations
- Knowledge of program design, assessment and evaluation procedures
- Training in the field of instruction

Requirements

- Certification in Area of Instruction
- Demonstrated Expertise in a Relevant Career/ Technical /Post-Secondary Area)
- Experience as a teacher/ instructor