



PERSONNEL BULLETIN
FOR THE 2022-2023 SCHOOL YEAR:

Vocational Education Teacher in the Westbury Adult Learning Center

Responsibilities include, but are not limited to:

- Maintain a positive and healthy relationship with students from a culturally diverse student population.
- Develop, implement, and evaluate lesson plans for Adult English Language Learners targeting Microsoft Office Skills that follow course outlines & methodology as set forth through the Program Director.
- Differentiate Lessons and incorporate technology to meet the needs of your students based on class performance, standardized tests, and a culturally diverse student population.
- Prepare students to take the Microsoft Office Specialist (MOS) assessment in Word.
- Prepare students to pass the National Retail Foundation RISE Up Retail Trades National Industry Certification Assessment (Online curriculum provided by WALC).
- Knowledge of instructional methods appropriate for adult language learners from diverse backgrounds
- Establish classroom rules while holding each student accountable for his/her performance, growth behavior, and demonstrate how a class functions best when everyone works together.
- Administer and grade tests objectively while staying abreast of state and local educational standards
- Select appropriate materials in accordance with local and state guidelines.
- Manage classrooms and implement school procedures; work with school leaders, teachers and administrators to initiate and/or enforce current rules and policies.
- Take and maintain accurate attendance records and encourage regular, consistent attendance by all students.
- Keep records of students' performance in class work and create opportunities for students to demonstrate progress of language skills.
- Attend and participate in faculty meetings.
- Attend and participate in NYSED mandated professional development.
- Meet one-on-one with students to encourage and monitor progress, improve performance, and increase English language acquisition.
- Assign homework for practice and to test how well students understand a particular topic.
- Evaluate student comprehension through their performance in schoolwork and classroom participation.
- Knowledge of educational software and other online learning platforms needed (Google, Microsoft Suite, etc.).
- Complete additional responsibilities assigned by the Site Coordinator or Program Manager.

EDUCATION, EXPERIENCE & LICENSING REQUIREMENTS:

- Bachelor's Degree required; Master's Degree preferred.
- Microsoft Office Specialist Certification preferred.
- Adult Education Certification required unless the applicant has a valid K-12 permanent certification.
- Recent teaching experience with adult learners preferred.
- Maximum of 12 hours per week.
- This is a part-time grant funded position.
- Day, evening, and weekend hours available.
- TRS Benefits.

Stipend:

- \$34.33 per hour.

INTERESTED APPLICANTS:

Please email a cover letter and resume to www.OLASjobs.org by the end of the day on **Friday, December 23, 2022.**

Westbury Union Free School District is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender expression, disability, or age. It is the obligation of the Westbury Union Free School District to embrace the diversity within our District, while actively eliminating practices that perpetuate the disparities among our students, so that all students can benefit. The WUFSD is a community that ensures equitable access to a world class education, unleashing the potential of every student. The WUFSD focuses on the individual and unique needs of each student.