

St. Joseph School District

AEL Teacher - Daytime Part-Time in Trenton, Mo (AEL Teacher - Part-Time 203)

JOB POSTING

Job Details

Title AEL Teacher - Daytime Part-Time in Trenton, Mo
Posting ID AEL Teacher - Part-Time 203
Description **This is a Daytime Part-Time position in Trenton, MO nine hours a week daytime. This person will be the substitute for the evening teacher.**

Qualifications:

Required: Bachelor's Degree in Education (or related field). Requires a Missouri Teacher Certification and an AEL Certification; must maintain professional development hours (20 hours per fiscal year).

Preferred: Must have three to five years of experience teaching in elementary or secondary education. Deep understanding of AEL standards and requirements. Proficient in Microsoft Office programs and general office equipment.

FLSA: Exempt

Salary Schedule: Per Salary Schedule

Direct Report: AEL Director

Terms of Employment: 12 Month

Purpose: Provides basic instruction and study aids for non-traditional adult students (over age 17) who wish to learn reading, language, and math skills, primarily to prepare for the high school equivalency test. Provides assessment, study guides, books, and teaching for students in an individual study setting.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- Prepare and teach group lessons; teach individual studies for approximately 100-120 minutes of each class.
- Administer TABE entrance and progress tests under times, controlled conditions, to evaluate students' skill levels.
- Assess test results, design individuals' study guides, instruct students one-on-one.
- Make and maintain student information, test results, goal statements, and learning style inventories, as well as daily lesson work. Reports are taken to the AEL office at Webster Learning Center.
- Attending meetings and in-service training.
- Other assigned duties.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.

EOE

Please watch for email communications from our district. If selected for an interview you may be contacted via email.

Shift Type Part-Time
Salary Range Per Year
Location Webster Learning Center

Applications Accepted

Start Date 01/17/2017

Job Contact

Name Lori Monger *Title* Human Resources

St. Joseph School District
Administrative Assistant Part-Time in Trenton, MO Evenings (Administrative Assistant Part-Time 207)

JOB POSTING

Job Details

Title Administrative Assistant Part-Time in Trenton, MO Evenings
Posting ID Administrative Assistant Part-Time 207
Description **This is a part time position in Trenton, Mo. nine hours a week for evenings.**
This person will be in charge of paperwork and other reports for the St. Joseph AEL Program.

Qualifications:

Required: High School Diploma or equivalent. Ability to type accurately 50-60 words per minute, maintain files, and prepare various reports. Must have computer experience, good communication skills, and the ability to operate general office equipment and to build positive office relationships.

FLSA: Non-Exempt

Salary Schedule: Per Salary Schedule

Direct Report:

Terms of Employment: 12 month

Purpose: Provides a variety of administrative support to assigned administrator and department: establishes and maintains department records; coordinates assigned projects; compiles and distributes a wide variety of material and reports.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- Provide administrative support to respective department with reporting, communication, and scheduling and event coordination.
- Act as a department receptionist, greeting visitors, answering telephone calls and communicating effectively in routine, sensitive, and confidential matters.
- Register guests and new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other departments or schools.
- Maintain the control of visitors entering the building using the door locking system.
- Maintain attendance data for respective department. Prepare time reports for payroll data.
- Other assigned duties

Employee Behavior and Conduct:

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EOE

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Shift Type Part-Time
Salary Range Per Year
Location Webster Learning Center

Applications Accepted

Start Date 07/17/2017

Job Contact

Name Lori L. Monger *Title* Recruiter

St. Joseph School District

AEL Teacher - Part-Time Daytime in Cameron MO (AEL Teacher - Part-Time 201)

JOB POSTING

Job Details

Title AEL Teacher - Part-Time Daytime in Cameron MO
Posting ID AEL Teacher - Part-Time 201
Description This is a Part-Time position in Cameron, MO six hours a week during the day.

Qualifications:

Required: Bachelor's Degree in Education (or related field). Requires a Missouri Teacher Certification and an AEL Certification; must maintain professional development hours (20 hours per fiscal year).

Preferred: Must have three to five years of experience teaching in elementary or secondary education. Deep understanding of AEL standards and requirements. Proficient in Microsoft Office programs and general office equipment.

FLSA: Exempt

Salary Schedule: Per Salary Schedule

Direct Report: AEL Director

Terms of Employment: 12 Month

Purpose: Provides basic instruction and study aids for non-traditional adult students (over age 17) who wish to learn reading, language, and math skills, primarily to prepare for the high school equivalency test. Provides assessment, study guides, books, and teaching for students in an individual study setting.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- Prepare and teach group lessons; teach individual studies for approximately 100-120 minutes of each class.
- Administer TABE entrance and progress tests under times, controlled conditions, to evaluate students' skill levels.
- Assess test results, design individuals' study guides, instruct students one-on-one.
- Make and maintain student information, test results, goal statements, and learning style inventories, as well as daily lesson work. Reports are taken to the AEL office at Webster Learning Center.
- Attending meetings and in-service training.
- Other assigned duties.

Employee Behavior and Conduct:

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EOE

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Shift Type Part-Time
Salary Range Per Year
Location Webster Learning Center

Applications Accepted

Start Date 01/17/2017

Job Contact

Name Lori Monger *Title* Human Resources
Email lori.monger@sjsd.k12.mo.us *Phone* 816-671-4000

St. Joseph School District

AEL Teacher - Part-Time in Bethany Mo Evenings (AEL Teacher - Part-Time 200)

JOB POSTING

Job Details

Title AEL Teacher - Part-Time in Bethany Mo Evenings
Posting ID AEL Teacher - Part-Time 200
Description This is a Evening Part-Time position in Bethany, MO six hours a week.

Qualifications:

Required: Bachelor's Degree in Education (or related field). Requires a Missouri Teacher Certification and an AEL Certification; must maintain professional development hours (20 hours per fiscal year).

Preferred: Must have three to five years of experience teaching in elementary or secondary education. Deep understanding of AEL standards and requirements. Proficient in Microsoft Office programs and general office equipment.

FLSA: Exempt

Salary Schedule: Per Salary Schedule

Direct Report: AEL Director

Terms of Employment: 12 Month

Purpose: Provides basic instruction and study aids for non-traditional adult students (over age 17) who wish to learn reading, language, and math skills, primarily to prepare for the high school equivalency test. Provides assessment, study guides, books, and teaching for students in an individual study setting.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- Prepare and teach group lessons; teach individual studies for approximately 100-120 minutes of each class.
- Administer TABE entrance and progress tests under times, controlled conditions, to evaluate students' skill levels.
- Assess test results, design individuals' study guides, instruct students one-on-one.
- Make and maintain student information, test results, goal statements, and learning style inventories, as well as daily lesson work. Reports are taken to the AEL office at Webster Learning Center.
- Attending meetings and in-service training.
- Other assigned duties.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.

EOE

Please watch for email communications from our district. If selected for an interview you may be contacted via email.

Shift Type Part-Time
Salary Range Per Year
Location Webster Learning Center

Applications Accepted

Start Date 01/17/2017

Job Contact

Name Lori Monger *Title* Human Resources
Email lori.monger@sjsd.k12.mo.us *Phone* 816-671-4000