

JOB TITLE: SER/Las Artes Arts & Education Center- Instructor

LOCATION: Las Artes Arts & Education Center

RESPONSIBLE TO: SER-Jobs for Progress, Inc. and designated program manager

HOURLY WAGE: \$20.79/hour, 40 hours per week, plus Benefits

Instructor will:

1. Develop individualized competency-based education plans
2. Work as a member of a team, (student, teacher and case manager), to address the education, support and employment needs of the student
3. Submit weekly student attendance reports to fiscal section for payments
4. Establish a well-organized and functional classroom environment that emphasizes learning and promotes student discipline
5. Ensure the confidentiality of student records, files, reports and all other information deemed necessary by federal, state and local authorities
6. Monitor student classroom and campus activities to ensure that the program policies are strictly adhered to
7. Report, in writing, violations of program policies to a case manager and place a copy of the report in the student's file
8. Maintain and up-grade professional standing through continuing education programs or other activities as may be required
9. Submit reports to the SER MIS office as needed
10. Perform other duties as may be assigned by the SER Director

The minimum requirements for this position are:

At least a Bachelor Degree in Education or a related area from an accredited college or university and at least two years teaching experience. ESL teachers require proof of academic or professional training in ESL.

A valid, current Arizona Teacher Certification

Accreditation may be required so that all personnel interested for these positions must be able to qualify for accreditation. Experience in adult basic education (reading, writing and mathematics) is required for all Basic Education positions.

Prior to hiring, applicant will be subject to a background check which includes criminal history and fingerprint verification.

How to apply: email a cover letter and a resume no later than **5:00 p.m. February 04, 2022.**

Please indicate what **position** you are applying for on the email **subject line**.

To: Erik Dorame – **serjobs85713@yahoo.com**