

JOB # 2508

apply on the Anoka Hennepin district employment page: <https://www.ahschools.us/employment>

Metro North Adult Basic Education

Adult Basic Ed Teacher - Columbia Heights site location

Full-Time 12 months/209 days/7.75 hrs a day

Hours: Monday thru Friday mornings, Tues and Thurs evenings; (includes 5 Friday afternoon CCRS teacher meetings and *up to 60 hrs for Commercial Driver's License prep class offering (short term offering in the spring on Monday or Friday)* are built into the position hours.)

Location: Adult Education Center-Columbia Heights/Fridley, [4111 Central Avenue NE, Suite 100, Columbia Heights, MN 55421](https://www.google.com/maps/place/4111+Central+Avenue+NE,+Suite+100,+Columbia+Heights,+MN+55421)

Duties: Provide direct instruction to adults learning English as a Second Language (5 mornings level 3, 1 evening level 3, and 1 evening level 4). Responsibilities include lesson planning and instruction, conducting ongoing assessment, monitoring student attendance, attending staff meetings, collaborating with other staff, keeping student records, and supporting volunteers. Use cooperative teaching strategies during instruction and integrating technology into learning, and implementing the CCRS/ACES/ NorthStar standards. Other duties as assigned.

Minimum Qualifications: Current MN Teaching License or Masters degree in TESOL, applied linguistics, or bilingual education; strong communication and organizational skills. Ability to be flexible and function well in a busy environment. Ability to work as a team member. Computer skills required. Experience using cooperative teaching strategies during instruction and integrating technology into learning.

Preferred Qualifications: Experience working with diverse populations preferred. Experience in an adult ESL academic program, experience teaching low literate adults and experience and ease in working with computers preferred.

The posting will be up for one week, **closing on Tuesday, 10/17**. Interviews will take place on **Thursday, 10/19**.