POSITION: Accounting Instructor

Teacher for a 3-hour per week evening Accounting Fundamentals and QuickBooks (online version) class taught once a week for 10-week sessions.

QUALIFICATIONS:

1. Must possess or have the ability to qualify for a valid California teaching credential appropriate to Adult Education.
2. In depth knowledge of the basics of accounting, the accounting cycle, preparing financial statements, and formal bank reconciliations, adjusting and closing entries, and QuickBooks (online version) is a requirement.
3. Experience in teaching multi-level vocational classes preferred.
4. Training and/or experience in individualized instruction, competency-based education, curriculum development, and student counseling.
5. Possession of the academic background and interpersonal skills necessary to meet the diverse needs of adult students.
6. Experience using a Smart Board, Windows based computers, and knowledge of Microsoft Office is helpful.

RESPONSIBILITIES:

1. Apply a variety of appropriate teaching methods.
2. Develop and maintain an assortment of materials and training methods that meet current industrial standards.
3. Maintain a positive and stimulating classroom environment.
4. Maintain records.
5. Perform other duties as assigned.