



METROPOLITAN EDUCATION DISTRICT (MetroED)
HUMAN RESOURCES
760 HILLSDALE AVE.
SAN JOSE, CA 95136

Digital Literacy Teacher

ANNOUNCEMENT OF VACANCY

March 17, 2022

Position Control #: 145003

WHO MAY APPLY:	District is seeking an enthusiastic, high-energy person to be part of the Silicon Valley Adult Education (SVAE) teaching team. See attached job description.
LOCATION:	MetroED – SVAE – 760 Hillsdale Ave., San Jose, CA 95136
SCHEDULE:	Tuesday & Thursday / 6:00pm – 9:00pm / Part-Time – FTE .15
REPORTS TO:	SVAE Principal
REQUIREMENTS:	Education: High school diploma or equivalent required. Bachelor’s Degree or higher preferred. Credential: Possess or be eligible for a CA Designated Subject Adult ED or CTE Credential in appropriate subject area. Important: Applicants invited for an interview will be required to demonstrate proficiency in: ●Presentation Skills ●Written Communication
SALARY:	Part-Time: \$38.30 - \$44.40 per hour
DEADLINE:	Until Filled
START DATE:	January 3, 2022
APPLICATION	Visit www.edjoin.org and submit: A cover letter, a resume and 3 current letters of recommendation (within a year).
CONTACT:	Susan Nakahira – HR Analyst at (408) 723-6435 snakahira@metroed.net

**MetroED is an Equal Employment Opportunity Employer and a Joint Powers Agency
Background investigation will be conducted**

Education Code: 200-262.4 / Metropolitan Education District BP: 0410

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

**Metropolitan Education District
Digital Literacy - Hourly Teacher**



Location:	Metropolitan Education District (MetroED) Silicon Valley Adult Education (SVAE) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Principal, SVAE or Designee
Classification:	AFT Hourly Digital Literacy Teacher
Date Approved:	Pending Approval
Date Revised:	
Position Control:	145003, Salary Schedule 1, Range 1, Work Year 175 Days

POSITION DESCRIPTION:

Under Supervision of designated administrator develops and facilitates effective instruction; evaluates progress; maintains proper classroom control and creates a supportive learning environment; assists in curriculum development. The Digital Literacy Teacher will develop the basic skills needed for students' use of a computer and the internet in daily life, employment, and higher education. The course of study will include but is not limited to essential software skills such as Microsoft word, excel, powerpoint, google docs, social media, and career search skills.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Develops and presents lessons that demonstrate planning and preparation that are consistent with the approved course of study
- Develops and presents lessons with performance objectives/competencies that are understood by the students and are supportive of agency goals
- Evaluates student progress based primarily on achievement objectives/competencies
- Uses a variety of instructional techniques and materials which are appropriate to the course and to adult students
- Maintains current and accurate records of student's attendance and progress
- Demonstrates and promotes punctuality
- Participates with fellow staff members in the development and implementation of curriculum and instruction
- Keeps up to date in subject area and continually works for the improvement of instructional techniques
- Adheres to approved course of study policies and procedures
- Attends and participates in program and agency meetings
- Maintains the proper use of equipment and facilities with the student's safety in mind.
- Treats students with courtesy and respect
- Demonstrates an awareness of student's social, psychological, emotional and academic needs
- Shares ideas, techniques and materials as appropriate with other staff members
- Demonstrates willingness to offer and receive suggestions
- Cooperates in the use and care of all equipment and materials
- Maintains current knowledge of available instructional materials
- Keeps informed of social, political and economic developments in the school district community. Demonstrates an awareness and sensitivity of the socio-economic and ethnic make-up of the community
- Has knowledge of the functions of the various community agencies including referral services. Actively participates in school/community related organizations.

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Essential Functions (continued):

- Promotes community responsibility among students
- Helps to inform the community of the services and educational opportunities available through CTE and adult education
- Maintains proper control and preserves a suitable learning environment.
- Makes periodic evaluation of the subject(s) taught
- Attends conferences and reads professional educational material/literature.
- Depending on the assignments, hourly certificated may be involved in extra-curricular activities with students

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

Education and Credentials:

Possess or be eligible for a CA Designated Subject Adult Ed or CTE credential in the appropriate subject area.

Evaluation:

Evaluation will be based upon success in meeting listed duties, and professional qualities as applicable. Please see appropriate article in AFT contract.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

**Metropolitan Education District
Digital Literacy - Hourly Teacher**

Date: _____

Signature: _____