



Mt. Diablo Adult Education

A Division of Mt. Diablo Unified School District

June 2022



Posting for Full-Time Position in the Adults with Disabilities Program

Instructor/Program Support

Application Deadline: Until Filled

Description

Mt. Diablo Adult Education's Adults with Disabilities Department is seeking a skilled and compassionate instructor to teach/train adults with intellectual and developmental disabilities and provide program support under the direction of the Adults with Disabilities Program Coordinator.

Instructor Responsibilities include:

- Creating lesson plans and teaching classes in functional academics, independent living skills, computers, social/ communication skills, pre-vocational skills and community living skills
- Small and large group instruction in the classroom, on Zoom, and/or in the community
- Conducting formal and informal student assessments; writing student goals and assessing progress
- Providing direction to Senior Instructional Assistants

Program Support Responsibilities:

- Assisting in the coordination of student IPP meetings, program intake, and billing for Regional Center and the Department of Rehabilitation
- Attending bi/monthly RCEB meetings as directed by the Coordinator including: PVAC, East Bay Providers Meeting, Bay Area Employment Task Force, and the Transition Task Force
- Preparing flyers and other marketing materials as necessary
- Attending resource fairs and other program promotion opportunities throughout the Bay Area
- Assisting in the organization of program and school-wide trainings
- Providing support to the internship programs at the Embassy Suites and the Marriott in Walnut Creek
- Other duties as assigned

Qualifications

Required Qualifications

- The candidate must possess* one of the following:
 - Multiple Subject credential *or*
 - Adult Designated Subjects- Elementary and Secondary Basic Skills credential *or*
 - California Educational Specialist credential

*If not in possession of an appropriate credential, eligibility for an adult education credential includes verification of at least three years of related experience and/or education in the field and a bachelor's degree. See <http://www.ctc.ca.gov/credentials/CREDS/adult-voc-ed.html> for information on adult education credentialing in California. Must also pass CBEST in order to obtain credential.

- At least three years' experience teaching and/or working with adults with intellectual and developmental disabilities

- Must have a positive and respectful teaching approach
- Excellent oral and written communication skills

Desirable Qualifications

- Demonstrated leadership skills and experience
- Demonstrated knowledge of appropriate instructional materials and methodology for teaching adults with varying types and levels of disability
- Ability to present innovative teaching strategies that address all learning styles
- Ability to assess and evaluate student progress and maintain accurate data
- Ability to work collaboratively with instructional team
- Ability to be flexible and adjust easily to change
- Ability to demonstrate professionalism and establish effective relationships with program staff, students, families, and community partners
- Excellent organization and time management skills
- Proficient in Microsoft Office and G-Suite

Schedule

This position is 30 hours per week, less MDUSD Board approved/legal holidays and school recesses, August 15 – June 30. Additional summer hours are often available and may be requested. Tentative hours are 9:30am – 4:00pm, Monday-Friday with a half-hour duty free lunch. Primary work site is Loma Vista Adult Center, with occasional meetings/classes off-site. Anticipated start date is as soon as position is filled.

Compensation

Starting salary is \$ 31.08 per hour (or current step for employed MDAE Instructors) plus medical benefits.

How and When to Apply

Apply through Edjoin and attach the following application material:

- Letter of interest
- Resume
- Copies of Credentials (or CTC Website print-out with Document Numbers www.ctc.ca.gov)
- Two recent letters of professional reference

Address to:

Mt. Diablo Adult Education
Attention: Karen Lingenfelter-Carman, AWD Program Coordinator
1266 San Carlos Ave.
Concord, CA 94518

For questions, please contact Karen Lingenfelter-Carman by email at lingenfelterk@mdusd.org or phone: 925-685-7340 x 6721

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