

Grade 9  
(special rate)

**JOB DESCRIPTION**  
**ADULT EDUCATOR –TAR (1 or 2 classes)**

**JOB TITLE:** Adult Educator

**SUMMARY:** Is responsible for teaching classes to adults, including curriculum development and evaluation of student progress. Maintains accurate records on all students.

**CLASSIFICATION:** Exempt

**RESPONSIBILITIES:**

- \*\* Develops, revises and evaluates curriculum to meet the needs of the students
- \*\* Provides classroom instruction in a variety of fields (ESL, GED) at several levels
- \*\* Evaluates students' progress regularly including using standardized assessment tools.
- \*\* Maintains current records on all students, including accurate attendance records
- \*\* Respond appropriately to the cultural differences present among the Agency's clients.
- \*\* Promote the mission, work and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- \*\* Complete all other duties as assigned.

**SUPERVISION:** Reports to the Education Director

**QUALIFICATIONS:**

- \*\* Bachelor's degree required.
- \*\* Three years experience teaching adults preferred.
- \*\* Multicultural experience preferred.
- \*\* Certification in TESOL or bilingual education for ESL required.
- \*\* Bilingual English/Spanish preferred. (Spanish required for Spanish GED class).
- \*\* Basic computer competency in MS Office and Windows required.

Applications are being accepted for a part-time pool. Hiring will occur as position openings arise.

ADULT EDUCATION INSTRUCTORS – Part time. Seeking candidates for ESL and Spanish GED instructor pool. Bachelor's degree required, plus three years of teaching experience preferred. School term begins in January. Send resume and letter of intent to Catholic Charities, Human Resources Dept., 6001 Marble NE, Albuquerque, NM 87110, or email to [kayd@ccasfm.org](mailto:kayd@ccasfm.org). Accepting applications for hiring as position openings arise. EOE