



2229 FIFTH AVE., HAVRE, MT 59501
PHONE: (406) 265-6743 FAX: (406) 265-1312

APPLICATION COVER SHEET

Job Title: Adult Basic Literacy Education Teacher

Wage: Level I - \$12.95; Level II- \$13.53

Hours: 20-40 hours per week (52 weeks per year)

APPLICATION DEADLINE: 5:00pm, Monday, August 26th, 2019

PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. A COMPLETED AND SIGNED DISTRICT 4 HRDC APPLICATION INCLUDING COMPLETED APPLICATION COVER SHEET
4. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION

MAJOR RESPONSIBILITIES:

1. Assist director in carrying out goals, policies, and activities designed to implement educational objectives according to applicable regulations. (WIOA, TANF-Pathways, OPI, and ABLE)
2. Assist in Administering TABE and diagnostic tests to determine students' achievement levels, strengths, and weaknesses.
3. Assist individuals in making realistic assessments of their ability and help establish educational and occupational goals in keeping with their abilities.
4. Ensure that the classroom space, materials, supplies and equipment are ordered, maintained and updated as necessary.
5. Provide appropriate and relevant instruction to individuals and small groups.
6. Develop participant's access to services to ensure appropriate delivery of services.
7. Perform case noting, reporting, and other such services as mandated by the contractual agreements with partners.
8. Attend regular staff meetings, in-service training, and other meetings as assigned.
9. Create and distribute promotional material.
10. Maintain a clean, tidy and highly trafficked classroom.

ADDITIONAL RESPONSIBILITIES:

1. May require some evening and weekend hours
2. Perform other duties as assigned.
3. Assume director role in his/her absence.
4. Travel, as required, to provide services, outreach, receive training, attend meetings and professional development

MINIMUM QUALIFICATIONS:

1. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
 1. ABLE Teacher I
 - Must be 18 years or older
 - High School Diploma or High School Equivalency (GED or HSE)
 - 1 year of experience in an educational setting.

