

**Please Post**  
7/2011



**Certified Teachers: High School Diploma: English & Math/GED/National External Diploma**  
**Foothills Adult and Continuing Education**  
**Part time**

**Reports To:** Site Coordinator, Program Associate, and Regional Director, Foothills Adult & Continuing Education

**Job Purpose:** To assure a stimulating and State-regulated educational environment for their students

**Job Responsibilities:**

- Plan and implement activities and instructional strategies to meet student needs
- Demonstrate knowledge and application of subject matter
- Share assessment results with students and encourage student self-evaluation
- Cooperate with other instructors by sharing ideas and methods of instruction
- Select appropriate learning materials
- Plan individual and group activities
- Create a positive setting in which students may feel emotionally and physically secure
- Complete required CARS forms
- Maintain student attendance and follow-up
- Use community resources when available and applicable
- Teach desirable work habits and study skills
- Attend scheduled staff meetings
- Preview new materials and make recommendations
- Participate in professional staff development activities
- Be punctual for all meetings and classroom assignments

**Qualifications:**

- High School Diploma Teacher: Must hold a valid Connecticut Initial, Provisional or Professional Educator Certification with endorsement in Math and/or English
- GED and National External Diploma Teachers: Must hold a valid Connecticut Initial, Provisional or Professional Educator Certification with #107 endorsement

**Application Procedure:** Interested applicants should email their resume to [stack@educationconnection.org](mailto:stack@educationconnection.org) or send a letter of interest plus a resume indicating experience and knowledge relevant to the above requirements to:

Human Resources #02-12  
EDUCATION CONNECTION  
P.O. Box 909, Litchfield, CT 06759-0909

**Closing date for application: Position open until filled**

**Anticipated starting date is ASAP**

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