



JOB POSTING #283
PLEASE POST

The City School District of Albany, New York
An Equal/Affirmative Action Employer
APSTA Employment Opportunity

<u>Date of Posting:</u>	May 29, 2018
<u>Position(s):</u>	TASC Instructor
<u>Location(s):</u>	Tony Clement Center for Education
<u>Requirement(s):</u>	Valid NYS Teacher Certification
<u>Salary:</u>	\$40.50 per hour
<u>Work Schedule:</u>	Two nights per week, 3:30 – 6:30 PM
<u>Effective Date:</u>	July 2018
<u>Deadline for Applying:</u>	June 12, 2018, 4:00 pm

General Statement: Tony Clement Center for Education will offer High School Equivalency classes to prepare adult learners for the Test to Assess Secondary Completion (TASC). The TASC Instructor will:

- Facilitate classes two days per week (6 hours per week), plan and facilitate lessons for adults who either lack a high school credential, or have tested below a 12th grade level in reading, language arts, or math.
- Administer formal and informal assessments in class to help determine instructional needs.
- Administer pre- and post-tests as well as TASC Readiness Test.
- Maintain student records related to the course.
- Regularly review student and program performance data to target instruction and ensure program goal attainment.
- Maintain daily attendance records & ensure student sign-in.

Send a cover letter, resume and application to:

Email: humanresources@albany.k12.ny.us

City School District of Albany
Office of Human Resources
Academy Park
Albany, NY 12207

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