POSITION ANNOUNCEMENT

POSITION TITLE:  CSUF-HEP INSTRUCTOR
DEPARTMENT:  COLLEGE OF EDUCATION/ CSUF-HEP GRANT
REPORTS TO:  PROGRAM DIRECTOR
HOURS:  PART-TIME
UP TO 12 HOURS/WEEK
STARTING SALARY RANGE:  $20-22 hourly
FLSA STATUS:  Non-Exempt

POSITION SUMMARY:
CSUF High School Equivalency Program (HEP) seeks a High School Equivalency (HSE) Instructor for its CSUF-HEP project. CSUF-HEP is one of 44 federal HEP projects funded through competitive grants from the U.S. Department of Education, Office of Migrant Education. The goal of HEP is to assist migrant and seasonal agricultural workers (and their immediate family members) to obtain a high school equivalency certificate and subsequently, gain improved employment, or begin post secondary studies, or enlist in the military. CSUF-HEP offers high school equivalency preparation classes, transition to college, counseling and supportive services to eligible participants in Orange, Riverside and San Bernardino counties.

RESPONSIBILITIES:
1. Provide instruction in Spanish and English in 5 academic content areas to prepare students for High School Equivalency testing,
2. Conduct needs assessment analysis for each participant including administration of TABE and HEP Intake,
3. Implement instruction according to program’s lesson plans and testing calendar,
4. Keep accurate daily attendance records and student progress records,
5. Together with the program’s coordinators, help design and implement individual HSE educational plans for participating students,
6. Monitor academic progress and conduct regular assessment of students to make recommendations for test scheduling,
7. Attend regularly scheduled instructor meetings, as well as appropriate training sessions and meetings as requested,
8. Communicate student academic issues and retention risks to program coordinators,
9. Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students,
10. Assist project staff in such duties as deemed necessary in attaining the established program’s goals,
11. Coordinate program activities with other program staff to promote the most effective instructional program,
12. Perform other duties as assigned.
EDUCATION:
Teaching Credential or Master’s Degree, or equivalent combination of education and relevant experience

QUALIFICATIONS:
- Bilingual and able to read, write and speak Spanish proficiently
- Familiarity with educational and social contexts of adult students of diverse backgrounds, especially Latino/Chicano students
- Ability to communicate effectively orally and in written form
- Ability to apply implement effective classroom management strategies
- Computer literate with demonstrated competency in word processing and spreadsheet skills.
- Willingness to learn to use and teach courses integrating technology and alternative delivery modes (video conferencing, tele-courses, Internet)
- Ability to work cooperatively with program staff and participants and contribute to the development of strategies and interventions to be implemented by the project
- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the ASC. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASC employees who apply for the position.

APPLICATION PROCEDURE: To be considered an applicant; you must apply through our online applicant portal found on the following site:
http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law