

# MINERAL COUNTY SCHOOL DISTRICT

## VACANCY ANNOUNCEMENT

**DATE OF POSTING:** August 21, 2017

**POSITION:** Adult Education Assistant Coordinator (up to 719 hours per year)

**LOCATION:** Adult Education/Arlo K. Funk Building

**BENEFITS:** NO

**SALARY:** \$25.00 per hour (*Contingent upon continued available State funding*)

**JOB DUTIES:** Under the direction of the Adult Education Coordinator and Nevada Department of Adult Education the employee promotes adult education, provides tutoring and necessary teaching for adult students to earn adult high school diploma or pass the HSE (High School Equivalency Examination), and assists with collection of data and administration of the HSE.

### REQUIRED QUALIFICATIONS:

- Substitute license issued by NDOE

### PREFERRED QUALIFICATIONS

- Experience in Adult Education
- Qualified to administer the HSE test
- Experience in student coaching and/or school improvement and student interventions.
- Teacher License issued by NDOE

### DESIRED SKILLS:

- Possess excellent communication skills to communicate not only with students but also school administrators
- Be professional and organized and interact well with Adult Education students
- Must be able to work in various computer programs used in Mineral County School District

**OPENING DATE:** August 21, 2017  
**CLOSING DATE:** August 28, 2017 at 3:00 p.m. or Open Until Filled

**SCHOOL YEAR:** 2017-2018

Interested employees of the Mineral County School District should make application in writing by submitting a letter of interest, or District application by 3 p.m. on the closing date listed above to be considered for transfer of assignment. Other applicants need to apply by completing a Mineral County School District application and returning it plus resume, letters of recommendation, and placement file by 3 p.m. on the closing date listed above. Requests for transfer or applications should be delivered to Mineral County School District 751 A Street, Hawthorne, 775-945-2403.

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Mineral County School District does not discriminate on the basis of age, race, color, national origin, sex, disability, or origin, in any of its policies or practices. MCSD complies with the ADA and will provide reasonable accommodations if requested.

**Posted Within District:** District Office, MCIS, Hawthorne Jr. High, Hawthorne Elementary, Schurz Elementary, Office, Maintenance, Bus garage, website and Teacher's Mailboxes. **Posted outside of District:** Tribal Education Office, teacher- teacher website, multiple out of state schools, all school districts in the state of Nevada, DETR, Nevada Rural Jobs website

**MINERAL COUNTY SCHOOL DISTRICT JOB DESCRIPTION**  
**(This job is subject to available funding through Adult Education.)**

**JOB TITLE:** Adult Education Assistant Coordinator

**CLASSIFICATION:** Unclassified

**REPORTS TO:** Adult Education Coordinator

**FLSA:** Non-Exempt

**POSITION:** Adult Education Assistant Coordinator

**PAY:** \$25.00/hour. Up to 719 hours per school year; up to 19.5 hours per week.  
This job is subject to available funding through Adult Education.

**BOARD APPROVED:** 11/3/16

**SUMMARY:**

Under the direction of the Adult Education Coordinator and the Nevada Department of Adult Education, the employee promotes adult education, provides tutoring and necessary teaching for adult students to earn an adult high school diploma or pass the HSE (High School Equivalency), and assists with collection of data and administration of the HSE.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain accurate and current records of HSE student grades and attendance. Collect data for ongoing reports. Inputs data and compiles evaluation reports as required by the Nevada State Department of Education.
- Initiates and maintains contact with community agencies as necessary in accordance changes regarding the new computer based HSE testing.
- Maintains a cooperative and professional working relationship with school staff and faculty, adhering to school policy and procedures.
- Works with minimal supervision as an interagency team member in a self-directed environment, adhering to the mission of the school district and Adult Education.
- Meets all deadlines related to this position.
- Consistently demonstrates effective problem solving skills
- Makes all job-related decisions based on the needs of the students and district based as identified in policy and by the supervisor.
- Perform other duties as assigned.

**QUALIFICATIONS FOR EMPLOYMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
Applicant must be able to withstand a State of Nevada law enforcement background check.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### ***Knowledge and Abilities:***

#### **Knowledge of**

- Possess excellent communication skills, as they regularly interact with not only students, but also school administrators and parents on a regular basis.
- They need to be professional and organized, and interact well with Adult Education students.
- Working in various computer programs

#### **Ability to**

- Apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Deal with problems involving a few concrete variables in standardized situations
- Communicate effectively
- To pass background check

## **EDUCATION AND/OR EXPERIENCE**

### **Required**

Substitute License

### **Preferred**

Experience in Adult Education, and qualified to administer the high school equivalency test, experience in student coaching and/or school improvement and student interventions.

### **Desired**

The applicant should demonstrate willingness to work with Adult Education students to help prepare each of them to earn credentials necessary for gainful employment. It is desired that the applicant have a teacher's certificate with an Alternative Education endorsement.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, demonstrate manual dexterity, reach with hands and arms, talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.