

**PLEASE POST
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY WITH
ST. CLAIR SHORES ADULT AND COMMUNITY EDUCATION**

POSITION: Classroom Aides for Summer School to assist teachers and students who need credit recovery. The setting will be in a computer lab utilizing the E 20/20 learning system. There are approximately 2-3 positions available contingent on enrollment. Assistants will be working with students in grades 9-12.

QUALIFICATIONS:

- Associate Degree Preferred-high School Diploma Required
- Experience with Microsoft Programs
- Ability to work with students in a computer lab setting
- E 20/20 trained -- familiar and knowledgeable with E 20/20 desirable
- Experience working with credit recovery students, preferably in the E 20/20 learning lab
- Ability to work individually with students needing additional help

RESPONSIBILITIES:

- Work with students in a computerized learning lab setting with the E 20/20 program
- Work cooperatively with parents, staff, and administration
- Assist teachers in communicating progress to parents regularly
- Responsible for helping teacher with progress reports, testing students (pre and post), final grades/testing
- Provide assistance to students who are in need of additional academic support
- Other appropriate duties as assigned

TERMS:

- \$12.00-\$13.00 per Hour
- June 23, 2010– July 30, 2010 - 4-5 days per week, and 1 meeting prior to start of classes
- Two sessions: 8:00am-10:30am **and** 10:45am-1:15pm

APPLICATION

Please send letter of application, resume, and credentials to:

Becky Whitfield, Director

**St. Clair Shores Adult and Community Education
23055 Masonic Boulevard, St. Clair Shores, MI 48082**

EMAIL: bwhitfield@lsp.org

May also be sent interoffice mail or regular mail—Please do not fax information

Deadline: March 3, 2010 – 4:00pm

St. Clair Shores Adult and Community Education is an equal opportunity employer/program. We do not discriminate against or exclude participation by any person in programs, activities or employment on the basis of race, sex, color, national origin, creed, religion, political affiliation or disabilities. Auxiliary aids and services are available upon request to individuals with disabilities.