



Danville Public Schools

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VACANCY ANNOUNCEMENT

Grant Funded

Targeted Outreach Specialists

2-4 Part-time Positions

Nature of Position: The Targeted Outreach Specialists will be responsible for searching out and encouraging adults needing a GED[®] certificate to come to the Adult & Career Education program to start studying. Position responsibilities will include speaking to church groups, helping to man booths at neighborhood based events, delivering written materials about Adult & Career Education and GED[®] studies, and arranging to meet potential students at adult education sites. Reports to the Coordinator of Adult, Career, and Technical Education.

Qualifications: Must have earned a GED[®] certificate from the Danville Public Schools Adult & Career Education Center within the last 5 years, have significant knowledge of the current Adult & Career Education operation from the student perspective, have knowledge and contact with adults in Danville needing a GED[®] certificate, and demonstrate enthusiasm and support for both earning a GED[®] certificate and for the Adult & Career Education Center itself.

Salary: \$10.00 per hour

Start Date: As soon after selection as possible

Application Deadline: Applications will be screened upon receipt and interviews of candidates who meet the qualifications above conducted as soon as possible, with selection to follow soon thereafter.

TO APPLY: Interested persons, meeting the above qualifications, are invited to forward a letter of interest and resume to the address below. In addition, a completed Danville Public Schools *Application for Classified Positions* is also required; application is available online at http://web.dps.k12.va.us/Departments/Human Resources/application_forms.html.

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