

Adult Education GED® Instructor

Part-time GED® Instructor for Community-Based Adult Education Provider

An enthusiastic, flexible instructor is needed to provide instruction to adult GED® students. Key responsibilities include classroom management, lesson planning, and instruction in pre-set GED® curriculum to include: Language Arts (Reading and Writing), Social Studies, Science, and Mathematics. The instructor will help students prepare for the GED® exam. The instructor must be able to adapt instruction to the varied learning styles and academic abilities of adult learners. The candidate must have excellent organizational and communication skills.

Education/Skills:

Bachelor's Degree in education, counseling, liberal arts, mathematics, or related field. Teaching certification is preferred but not required.

- At least 2 years of teaching experience
- Strong classroom, organizational, and communication skills
- Ability to adapt to the varying needs of adult learners
- Good computer skills

Job Responsibilities:

- Teach GED® preparation subjects (Language Arts, Social Studies, Science, and Mathematics)
- Administer GED® practice tests and gauge student readiness for GED® exams
- Stay current with the content, format, and scoring of the GED® testing program
- Instruct student learners in basic computer skills in preparation for computer-based GED® exams
- Maintain student progress and track attendance
- Attend staff meetings and participate in professional development opportunities as required

The position is part-time for approximately 8-10 hours per week. Salary will be based on experience. Criminal, FBI, and Child Abuse background checks will be required for employment.

To apply:

Applicants must submit a letter of interest and a current resume. Please send requested documents to: mweitzel@employmentskillscenter.org.