

ADULT SERVICES, EDUCATION DEPARTMENT

TITLE: GED Instructor

REPORT TO: Director of Adult Services

OVERVIEW OF POSITION:

This position is responsible for the implementation of basic education instruction to students ages 16-24. Under minimum supervision, conducts instruction under specific GED program curriculum guides and lesson plans. Conducts appropriate level of instruction for students in the areas of basic education, General Education Development (GED), reading & writing, math, social studies, and science.

Under the supervision of Director, performs the following duties:

KEY RESPONSIBILITIES:

- Provides GED instruction to participants according to the prescribed curricula.
- Evaluates progress of each student on regular basis.
- With the assistance of the director, plans a program of study that meets the individual needs, interests, and abilities of the adult student.
- Maintains a classroom environment that is conducive to learning.
- Uses a variety of instructional methods and techniques.
- Meets and instructs classes as designated.
- Prepares for all classes assigned.
- Determines the correct entry level of students.
- Evaluates student progress regularly.
- Maintains accurate, complete, and up-to-date records.

QUALIFICATIONS:

- Bachelor's degree required and/or five years of teaching adult education.
- Knowledge of out-of-school youth student characteristics.
- Knowledge of adult basic education content areas.
- Teaching ability in GED content areas.
- Ability to organize data to produce student reports.
- Ability to make decisions concerning student instruction and curriculum development.