**Wilkinson Center**

**GED Instructor**

**Job Description**

# *Reports to Adult Education Manager*

# **Overview**

Teach out of school youth (with court order) and adults general education development classes. Upon completion of the course, students should be prepared to take the official GED examination. The class hours vary according to locations.

**Major Responsibilities**

* Teach a class of up to 20 students.
* Co-conduct orientation sessions prior to the start of each class, complete intake and screen clients for appropriateness of class.
* Prepare lesson plans to cover subject areas and to meet the Content Standards set by the Texas Education Agency.
* Observe and evaluate students' work to determine progress and make suggestions for improvement.
* Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
* Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
* Establish and enforce rules for behavior and procedures for maintaining order among the students.
* Meet or exceed program outcomes as set by the agency
* Promote GED in the community.
* Work with the Case Manager to ensure all student needs are met.
* Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
* Post-test students after 40 hours of instruction using the Tests of Adult Basic Education (TABE).
* Organize, plan and prioritize work assignments and be flexible in adjusting daily work schedule to complete “high priority tasks”.
* Utilize volunteers, partners and other community resources.

**Qualifications / Skills**

Bachelor’s degree in Education or related subject area. Certified Teachers a plus.

1 year experience teaching adults in a classroom setting. Must be able to use various teaching techniques to engage the students. Must have basic computer skills.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*