

**Wilkinson Center
GED Instructor
Job Description**

Reports to Director of Adult Education Services

Overview

Prepare adults through instruction for the official GED examination. Average class size is 25 students and hours vary according to locations. Position is part-time.

Major Responsibilities

- Teach a class of up to 25 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 all subject areas and to meet standards set by the 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.
- Track attendance and submit attendance records and statistics information to Adult Education Manager on a monthly basis.
- Data-enter all student information into database after student has met 12 hours.
- 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.

