

**Wilkinson Center
GED Instructor
Job Description**

Reports to Adult Education Manager

Overview

Provide instruction to adults to prepare them to pass the official GED examination. One full-time and one part-time (8-10 hours per week) positions available. Full-time position is daytime in-person in Redbird and evening virtual classes. Part-time is in-person evenings, 6pm – 8pm in Mesquite.

Major Responsibilities

- Teach a class of up to 20 students.
- 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.
- Document attendance and ensure all students are correctly signing in and out of classes.
- Establish and enforce rules for behavior and procedures for maintaining order among the students.
- Meet or exceed program outcomes as set by the agency
- Work closely with Case Manager or Student Support Specialist regarding student barriers.
- Complete required professional development hours and attend meetings when available.
- Connect with students to ensure they are scheduled for their post-assessment after 40 hours of instruction.

Qualifications / Skills

- Bachelor's degree in Education or related subject area. Certified Teachers a plus.
- Ability to teach high school level content in Language Arts and Mathematics
- 1 year experience teaching adults in a classroom setting
- Work experience using virtual meeting platforms, Zoom or Microsoft Teams and Office 365 programs.

Pay \$25 per hour

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.