



Job Description

Job Title: ABE/GED® Instructor-Mornings Part time **Supervisor:** Regional Education Specialist
Job Classification: Non-Exempt **Salary:** \$25/hour, 14 hours per week

Job Summary

The morning part time Adult Basic Education/GED® teacher, with a strong background in math, is responsible for a multi-level class of adult learners. Position is responsible for instructing a cohort of at least 15 adult learners in reading, writing, and mathematical content knowledge to improve basic skills and/or prepare for a GED® credential.

Essential Duties

1. Plans and implements appropriate instructional strategies and activities to prepare adult learners take the GED exam.
2. Utilizes a variety of instructional materials, media, and computer technology to enhance learning focusing on reading, writing, and math skills.
3. Develops differentiated instructional plans based on student assessment scores.
4. Establishes and maintains a peer cohort of 15 adult learners.
5. Participates in staff development activities, staff meetings and curriculum development activities as required or assigned.
6. Assesses student achievement and maintains appropriate documentation for instructional and individual reporting purposes.
7. Acquires and maintains Virginia Office of Adult Education and Literacy certifications for Goals and Assessments.

Other Duties

1. Performs any other related duties as assigned by the Regional Education Specialist or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

A Bachelor's or Master's degree in education or a related field. Experience teaching GED math students is preferred. Must possess the ability to communicate effectively, both orally and in writing. Must possess excellent organizational, planning, and human relations skills. Must have good knowledge of content, curriculum, methods, materials, and equipment appropriate for instructing adult learners in obtaining a GED® credential. Must have the ability to establish and maintain effective working relationships with adult learners and other professional staff.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Regional Specialist

This job description in no way states or implies that these are the only duties to be performed by this employee. ABE/GED® Instructor will be required to follow any other instructions and to perform any other related duties as assigned by the Regional Specialist or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date