

# Job Posting

July 15, 2019

## POSITION

High School Equivalency (HSE) Instructor

## EMPLOYMENT TYPE

Regular PT – 6 hours/week; M + W 6pm-9pm

## SALARY

\$38.00 - \$40.00/hour

## REPORTS TO

Program Coordinator

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Effectively teach reading comprehension, standard English grammar, essay writing, math (arithmetic, geometry, & algebra), and test-taking skills to low level students.
- Must be comfortable with learner-centered, participatory lessons and a project-based approach.
- Teachers are responsible for creating her / his own curriculum and lesson plans.
- Create engaging instructional strategies and lesson plans, integrating technology.
- Provide instruction in math and /or literacy, including group instruction and one-on-one tutoring.
- Evaluate student progress using standardized assessment tools and in class quizzes.
- Integrate technology into instructional strategies.
- Adapt teaching style and strategies to maximize student learning and retention.
- Meet with Program Director / Program Coordinator on a regular basis to discuss progress of participants.
- Maintain student's portfolio.
- Refer participants internally for support services as needed and follow-up to ensure services are being offered.
- Complete other assignments as directed by Program Director and program administrators.

## COMPETENCIES

- Two years teaching experience preferred
- Willing to go above and beyond program mandates for the benefit of the student

## EDUCATION EXPERIENCE

- Must possess a Bachelor's degree in Education or related field
- Licensed to teach preferred

## APPLICATION DEADLINE

Ongoing

## SUBMIT RESUME TO

Crystal Turner, Business Manager

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Please put "High School Equivalency (HSE) Instructor Position" in e-mail subject line.