## **Part-time High School Equivalency/GED Instructor**

Clinton County Adult Education

The Learning Network

1111 S. Jackson St. Frankfort, IN

This teaching position covers High School Equivalency (HSE) Prep classes. There is initial flexibility on when classes are held as long as each class is held twice a week during the day and it meets learning center needs. The instructor will teach students from the age of 16 years and older and will be responsible for teaching a variety of core subject areas (math, reading, writing, science, and social studies) and preparing students to pass the HSE exam to earn their HSE diploma. The instructor will be responsible for students demonstrating level gains through pre and various post-tests. The instructor will mostly be evaluated by student performance and student retention.

**WEEKLY SCHEDULE:** This position will consist of a total of 10 hours per week. The class will meet twice a week for four hours plus an of hour prep time. There is initial flexibility on when classes are held as long as the class is held twice a week and it meets learning center needs. Additional hours and responsibilities are possible.

**SALARY:**$25.00 per hour for candidates with a bachelor’s degree and a valid teacher’s license; $20.00 per hour with a bachelor’s degree but no valid teacher’s license. Benefits not included.

**EDUCATION AND EXPERIENCE:**

* Bachelor’s degree required
* Knowledge of adult learning theory and methodologies preferred
* Strong math skills are necessary

**ESSENTIAL JOB FUNCTIONS:**

* Responsible for delivering educational services and curriculum in compliance with the College and Career Readiness Standards
* Facilitate highly effective and engaging learning environments
* Employ a variety of instructional modalities including the use of technology, in order to cater to the various adult learning styles
* Assess student learning, provide the appropriate intervention, feedback, and support; referring students for additional support as needed
* Assist with timely and accurate student information compilation and data entry as needed
* Refer students to technical training and/or associate degree coursework as appropriate
* Provide premier quality service to all constituencies of the education department
* Effectively communicate with and work collaboratively with CCAE director and Adult Education Department program coordinator, teachers, students, volunteers, and community and funding partners
* Engage in continuous quality improvement and professional development as required by policy
* Attend department and/or agency meetings as required
* All other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Thorough understanding of the Adult Education Department policy manual
* Ability to develop and present educational programs
* Demonstrated ability to communicate effectively, both orally and in writing
* Excellent organizational, interpersonal, and communication skills verifiable through past employment
* Ability to work effectively with a wide range of personalities and constituents from diverse backgrounds
* Excellent computer knowledge and experience
* Ability to work independently with minimal supervision

Job Type: Part-time

Pay: $20.00 - $25.00 per hour

Education:

* Bachelor's (Required)

Experience:

* Education: 1 year (Preferred)

License/Certification:

* Teaching Certification (Preferred)

Work Location: In person

All interested candidates should send their resume to [info@lnocc.org](mailto:info@lnocc.org)