

POSITION: Evening Adult Basic Education Instructor
EMPLOYMENT TYPE: Part-Time 6 instructional hours per week
WAGES: Hourly (details in job description)
JOB DESCRIPTION:

The duties and responsibilities of the position include: instruction in Math (includes introductory Algebra & Geometry) Language Arts, Social Studies, and Science, calculator and basic computer skills, to prepare adult students to advance in education functioning levels to eventually take and pass a high school equivalency examination. The instructor will utilize resources that include, but are not limited to, face to face classroom based instruction, online or computer resources (Chrome book), PowerPoint, and DVD/Video teaching aids.

Create and maintain weekly lesson plans based on the students' individual learning plans which are based on student assessment (pre and post TABE testing) and imbedded professional development lesson plans must be work and/or career pathway contextualized. Lesson plans must be submitted to the Director of Education, Maryann Mann, one week prior to use date.

Meet program performance goals as determined by PA Department of Education (Division of Adult & Post-Secondary Education)

Student and program record maintenance, attendance, student portfolios, individual student files and progress reports

Participate in professional development opportunities – 6 hours mandated per contract year

Contribute to overall program improvement

This is a contract position that will end on or before June 30, of the contracted program year, unless stated differently in an individual contract. The hours are 6 hours per week on Tuesdays and Thursdays from 6:00PM until 9:00PM, at a rate of \$18.00 per hour. Instructional preparation time is paid at the rate of \$15.00 per hour billed in 15 minutes per instructional hour taught. Approved professional development time is also paid at the \$15.00 per hour rate. Additional professional development/training hours are paid at the \$15.00 per hour rate with prior approval from the President and CEO. There are no benefits associated with this position.

MINIMUM REQUIREMENTS:

BA/BS or higher from an accredited U.S. college or university
2 years teaching experience (preferably adult education/training)
Computer literacy and competency in Microsoft Office: Word and Excel
Excellent communication skills
Multimedia teaching skills
Ability to manage a multi-educational level class