



Position Title:	GED Instructor
Supervisory Responsibilities:	No
Budget Responsibilities:	No
Reports To:	Program Manager
FLSA Classification:	Non-exempt
Date:	May 30, 2019

Established in 1998, Identity helps thousands of youth, ages 10 – 25, achieve their highest potential by providing a range of services and opportunities that reduce risk factors, increase protective factors, strengthen social and emotional well-being and support academic and economic achievements. All of our work is grounded in the Positive Youth Development model, supported by intensive family case management and counseling, and rigorously evaluated. Identity believes that young people deserve more than one chance and that society is enhanced by diversity.

The GED Instructor will be responsible for planning and delivering GED instruction/tutoring in English and in Spanish with the goal of helping youth pass the GED exam. This is a professional position with opportunities to innovate, grow and advance. The GED Specialist reports to a Program Manager and is expected to work collaboratively with the entire Youth Opportunity Center team, and especially in close coordination with the other GED Instructor.

PRIMARY RESPONSIBILITIES:

- Create a classroom environment conducive to the intellectual, social and emotional development of students.
- Refine and deliver conceptually based, student-centered, applied GED curriculum in keeping with best practices and industry standards.
- Adapt instruction to students with varying proficiencies and learning styles.
- Establish and communicate clear objectives for all learning activities and use best practices in maintaining learner persistence for disconnected youth.
- Encourage and monitor the progress of individual students and provide on-going feedback.
- Manage and facilitate youth applications for GED exam registration.
- Utilize technology and various online learning resources to supplement in-class instruction.
- Contribute to and participate with other members of the Youth Opportunity Center staff including the, Case Managers ,Workforce Development Specialists, and Mental Health and Substance Abuse Counselors in team meetings.
- Maintain accurate records of student progress and outcomes and enter data into Identity’s Efforts to Outcomes (ETO) database in a timely and consistent manner.

- Demonstrate excellent written and communication skills in order to submit GED components of funder reports.
- Communicate with the Program Manager and Program Assistant to ensure that the GED classroom and students have the necessary supplies, resources and equipment.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Education or a related field, Master's degree, preferred.
- 1 year of experience in teaching Language Arts, Social Studies, Science, and Math either in a middle or in high school setting or a post-secondary or adult education setting, preferred.

SKILLS AND ABILITIES

- Ability and desire to work with at-risk or disconnected youth populations from diverse cultural, ethnic, socio-economic, academic, and disability backgrounds.
- Proficient in MS Office and able to use online educational tools.
- Knowledge of and experience in using student-learning outcomes to promote student learning.
- Willingness and ability to work both independently and collaboratively, and to take on additional responsibilities as needed.
- A positive attitude and genuine interest in providing quality instruction to program participants.
- Must be able to pass a federal criminal background check, a Child Protective Services background check, CPR and First Aid training.
- Bilingual English/Spanish

WORK ENVIRONMENT:

- Requires some travel between sites.
- Semi-private office or open work area; easily interrupted with external noise.
- Continuous sitting for prolonged periods of more than two consecutive hours in an 8-hour day.
- Keyboard use of greater or equal to 30% of the workday.