



## ESL/GED TEACHER JOB DESCRIPTION

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**Position Title:** Adult Education Instructor (ESL / GED / HiSet Preparation)

**Reports to:** Executive Director

**Date:** 10/01/2024

**Department:** Tec Centro Lebanon

**FLSA Status:** Non-Exempt; Casual Part-Time

**Working hours:** Hours will be based on course assignments which may include morning, afternoon or evening hours. Course assignments are made on a semester basis and based on organizational needs and student enrollment.

**Salary:** \$21-\$23/hr based on experience

**Benefit eligibility:** Yes:

- PTO (20 days )
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life insurance
- Retirement
- 13 Paid holidays

### PRIMARY FUNCTIONS

Teach or instruct out-of-school youths and adults in remedial education classes, preparatory classes for the High School Equivalency test or English Language Skills.

### DIMENSIONS

Purchasing Authority: None

Budgeting Responsibility: None

Supervisory Responsibilities: None

Subordinate Supervisory Reports: None

Non-Supervisory Direct Reports: None

Departments Supervised: None

Employee actions (hiring, disciplinary action) Authority: None

Authority to Contact Outside Agencies / Vendors: None

### **KEY RESULTS AREAS**

- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Instruct students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.
- Assess student's progress and prepare reports on student outcomes.

### **ACCOUNTABILITIES**

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

#### **English Language Instruction (if assigned)**

1. Responsible for teaching ESL courses using instructional methods geared toward the adult learner in a classroom setting. Courses will be in person and may be remote or Hyflex.
2. Conduct Conversation Groups or Workplace English / Spanish programs as required.
3. Develop lessons and curriculum based on the learning needs of culturally diverse and multi-skill level students to increase English language skills
4. Develop classroom instruction materials, handouts, PowerPoint materials and other resources relevant to classroom instruction.
5. Administer student pre- and post-testing to gauge student literacy skills and progress.
6. Provide for or conduct tutoring for students as required.

#### **GED/HiSET Preparation (if assigned)**

7. Administer high school equivalency practice exams in order to customize a curriculum tailored to students' needs.
8. Assist students to register for the HiSet and GED examinations.
9. Develop curriculum and detailed lesson plans and provide instruction in math, science, social studies, and/or language arts to prepare students for the GED/HiSet examinations.
10. Establish and communicate clear objectives and track results.

### **POSITION 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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## Education and Experience

### Required

1. Bachelor's degree preferably in education or human services related field, or equivalent combination of education and experience.
2. Minimum of one year of related experience in training, vocational education or teaching.

### Preferred

1. Experience working with adult learners in an educational setting.
2. Experience in developing curriculum and creating lesson plans
3. Bilingual in Spanish/English
4. Knowledgeable about high school equivalency requirements.

### Other Skills and Abilities

1. Excellent organizational skills and attention to detail.
2. Excellent one-on-one and group presentation skills.
3. Maintaining positive relationships with a diverse population.
4. Ability to communicate effectively and positively in writing, via telephone, email, face-to-face or using other media.
5. Ability to engage students at all levels of previous education (non-high school graduate through advanced degrees)
6. Ability to establish and implement goal plans with measurable results.

**Interested Applicants should submit a Resume and Cover Letter to:**

[hr@wepaempowercenter.org](mailto:hr@wepaempowercenter.org)

**Anticipated Start: January, 2025 Application Deadline: Until position Filled**