

KEYSTONE OPPORTUNITY CENTER, INC

Job Description

High School Equivalency Instructor

Position Summary: High School Equivalency (HSE) instructor for remainder of program year 2017-2018 in a Pennsylvania Department of Education Adult and Basic Literacy Education funded program. Provide instruction to students that have expressed the goal of attaining a high school equivalency (GED or HiSET). This is a paid position for 18 weeks of instruction, beginning January through June.

Qualifications:

- Bachelor of Education degree or equivalent experience.
- Experience and demonstrated ability to teach Reading, Writing, Social Studies, Science, and Math at a high school level.
- Proficient with technology, as instructor will be working in a computer lab with students on a regular basis.
- Must embrace the mission of Keystone Opportunity Center
- Applicant is subject to a PA Criminal Records Background Check.

Reports to: Adult Education Director

Hours: 5 hours of instruction per week and 2 hours of paid preparation time per week. Tuesday/Thursday evening class from 6-8:30 pm

Responsibilities:

- Have an understanding of the GED 2014 test and the HiSET test, their subject content, scoring and testing requirements
- Have an understanding the GED portal, ged.com, and its tools so students know how to access and use the website
- Plan and implement GED lessons based on Career and College Readiness Standards
- Plan and teach students in a multi-level environment
- Participate in staff meetings at least two times during the program year
- Participate in four professional development sessions
- Submit timesheets via Google docs bi-monthly
- Enter attendance and lesson plans into Google docs weekly
- Proficient with technology, as instructor will be working in a computer lab with students on a regular basis
- Contribute ideas and observations to supervisor

To Apply: Please send resume and cover letter by email to Susan Clauser, Director of Education, Sclauser@keystoneopp.org