

KENT INTERMEDIATE SCHOOL DISTRICT

POSITION DESCRIPTION

Title: Adult Education Part Time GED and ABE Instructor – Kentwood Location

Classification:

Schedule: Part-Time Evenings – Monday thru Wednesday, 5:00pm to 9:00pm

Reports to: Director of Adult Education

Evaluated by: Director of Adult Education

Position Supervised: None

QUALIFICATIONS:

1. Current Michigan teaching certificate.
2. Mathematics/English/Science/ Social Studies endorsements preferred.
3. Demonstrated ability to work well with teaching staff.
4. Must keep accurate records.

PRIMARY RESPONSIBILITIES:

1. Instruct students on material needed in order to earn their GED.
2. Instruction for improved literacy for ABE (adult basic education) students.
2. Help students prepare and study for GED exam.
3. Assess students' readiness to take exam.
4. Create lesson plans and modify accordingly throughout the year.
5. Maintain grade book and attendance log (prior experience in Power School is preferred).
6. Grade papers and perform other administrative duties as needed.
7. Write grant proposals to gain funding for further research.
8. Create projects designed to enhance lectures.
9. Read and stay abreast of current topics in adult education.
10. Create lesson plans.
11. Utilize various curriculum resources.
12. Integrate competencies, goals, and objectives into lesson plans.
13. Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
14. Develop incentives to keep participants in class.
15. Develop professional relationships with other agencies and programs.
16. Work with program administration to ensure initiatives are being met.
17. Establish and communicate clear objectives for all learning activities.
18. Prepare and distribute required reports.
19. Observe and evaluate student's performance.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.