TURTLE MOUNTAIN COLLEGE

10145 BIA Rd 7, PO Box 340 Belcourt, ND 58316 | (701) 369-6060 | tm.edu

GED Instructor (part time)

Position Title: **GED Instructor (part time)**
Contract Term: **12-month position**
Accountable To: **Adult Education (GED) Director**
Salary: **$23.83/hr -$25.87/hr**

Summary of Position: This position requires knowledge and experience in teaching students at all grade levels and in all subject areas; knowledge and experience in student assessment and management of student records/progress; and the ability to work with the public.

JOB CHARACTERISTICS:

Nature of Work: This position is a teaching position. It requires duties pertaining to department goals, objectives, and activities as assigned by annual proposal plan and/or supervisor.

Personal Contacts: Daily contact with students, staff, administration, and the public in person as well as other means of personal contact (i.e.-phone, e-mail, etc.).

Supervision Received: Supervision is received from Adult Education (GED) Director.

Essential Functions: This position will require the ability to perform duties according to yearly proposal plan for the Adult Basic and Secondary/GED Program.

RESPONSIBILITIES:

- Enroll students with completion of LACES information in ABE/GED program.
- Review and sign student handbook with students and other required documents.
- Administer TABE tests according to administrator's manual, evaluate TABE to determine areas of deficiencies, review TABE results with students, and determine educational goals for the program year.
- Instruct students in all academic areas required for the GED test; as well as other areas required according to proposal guidelines.
- Conduct pre and post testing to ensure GED testing readiness/progress.
- Assist in maintaining student records of student progress and attendance.
- Attend professional development as required.
- Ability to work flexible hours when necessary.
- May require local travel to more than one class site.
- Performs other duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge and experience in working with students of various ages (16+) and academic grade levels. Knowledge and experience with a variety of curriculums, materials, and teaching methodologies is essential. Knowledge of program development and direction is necessary.

TURTLE MOUNTAIN COLLEGE

10145 BIA Rd 7, PO Box 340 Belcourt, ND 58316 | (701) 369-6060 | tm.edu

GED Instructor (part time)

Skills: This position requires a broad range of teaching skills to adapt to the needs of students functioning at various academic levels. Computer skills, organizational skills, student record management and communication skills (oral and written) are necessary.

Abilities: This position requires the ability to establish rapport with students and referral agencies; the ability to compile and maintain confidential records; ability to work and interact with students, staff, administration, and the public.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Elementary or Secondary Education
- Classroom teaching experience
- Computer skills

Reviewed: 9/26

This institution is an equal opportunity provider.