



Job Title	GED Instructor
PVN ID	NY-2209-005098
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	Continuing Education
Status	Part Time
Hourly Rate	\$38.00-\$38.00
Hour(s) a Week	12.00
Closing Date	Nov 19, 2022 (Or Until Filled)

General Description

Under the supervision of the Director and Assistant Director of Education Programs, the HSE Instructor will provide high school equivalency (GED) instruction to daytime students at the Adult Learning Center. Classes offered on Mondays, Tuesdays, and Thursdays from 9am – 1pm. Must be prepared to start immediately.

Instruction will be conducted with a combination of online lessons via Zoom and in-person classes at 25 Chapel Street in downtown Brooklyn.

Other Duties

Responsibilities include:

- Create a student-centered, engaging learning environment, as required by CUNY
- Develop theme-based, contextualized lessons using both synchronous and in-person instruction in all subject areas (math, science, reading, writing & social studies)
- Assess student content knowledge and tailor instruction relevant to GED preparation
- Evaluate student progress and provide feedback, both formally and informally
- Administer required assessments, which include TABE and GED Readiness tests
- Maintain attendance records and work collaboratively with administrators and counselors on student participation and needs
- Complete professional development hours as required by the Regional Adult Education Network (RAEN)

Qualifications

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- BA or BS in education or related field
- Minimum two years related teaching experience, preferably in grant-funded literacy programs
- Knowledge of GED exam and subject area content
- Experience teaching online classes preferred
- Ability to create thematic, content-based curricula
- Proficient at integrating technology into lessons
- Excellent interpersonal, writing, and oral communication skills