

**Job Title** Adult Basic Education/High School Equivalency Instructor  
**PVN ID** YC-2311-005983  
**Category** Instruction and Social Service  
**Location** YORK COLLEGE

**Department**

**Status** Part Time  
**Hourly Rate** \$30.00-\$36.00  
**Hour(s) a Week** 19.00  
**Closing Date** Apr 30, 2025 (Or Until Filled)

## General Description

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**Academic Responsibilities and Essential Functions:**

- Demonstrates appropriate knowledge of subject matter.
- Provides students with appropriate learning materials and expertise in assigned subject(s).
- Evaluates students' performance and provides effective and timely feedback to guide student learning and success.
- Responsible for contributing and maintaining an inclusive and collaborative environment.
- Enter grades and attendance into software used by Center.
- Engages in the classroom, replies to emails and voicemails, and holds on-campus or online office hours.
- Maintains knowledge in one's own discipline-related area by participating in professional development.
- Delivers tests and certifications following all procedures.
- Provides direct group instruction/coaching and individualized tutoring for students preparing for the GED Exam and/or post-secondary education and training through Academic Review.
- Responsible for curriculum assessment and development for all subjects covered in the GED Exam (Reading, Writing, Math, Science, and Social Studies).
- Works closely with the Testing Center to ensure that HSE students are appropriately scheduled for the GED Exam and collaborates with designated Student Services staff to assist HSE students with succession plans to either advance into postsecondary education, training opportunities, and/or a job.
- Builds on and implements curriculum tailored to content on the GED Exam to be delivered in an onsite classroom instruction model.
- Participates in regularly scheduled meetings.
- Uses effective and timely communication strategies and methods to communicate with various stakeholders regarding the HSE Program.

## Other Duties

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## Qualifications

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- Bachelor's Degree in Education or a related educational field.
- 2 years of previous experience in adult education or an HSE Program.
- Must be able to teach one or more of the following subjects (reading, writing, math, science, and social studies).
- Knowledge of the GED exam and requirements.
- Excellent organizational and communication skills and be able to work well with students, faculty, staff, and employees.
- An equivalent combination of education and experience will be considered.
- Knowledgeable in multiple content areas and theoretical frameworks within stated discipline, as well as issues related to diversity and multiculturalism.
- Experience teaching in adult education.
- Knowledge of Microsoft software and ability to work with computers and education related databases.
- Experience working with a diverse student population.