JOB TITLE: GED Instructor (Education Coordinator – Level 1)

LOCATION: Las Artes Arts & Education Center

RESPONSIBLE TO: SER, Jobs for Progress Inc. (Administratively) and assigned to a designated Pima County program Manager (Operational)

HOURS: 8:00 a.m. – 4:30 p.m. (Monday to Friday)

HOURLY WAGE: $20.79/hr., 40 hours per week, plus benefits

SUMMARY: Provides educational services for youth ages 17 – 22 enrolled in Pima County’s General Educational Development (“GED”) program as a teacher, academic skills enhancement instructor, and/or school to work vocational instructor. Incumbent will employ county approved curricula consistent with the mission and objectives of the applicable county education program.

QUALIFICATIONS: Incumbent must have a valid and current Arizona Teacher Certification.

DUTIES/RESPONSIBILITIES: Work assignment may vary depending on the department’s needs and will be communicated to the Contracted staff by the Pima County or SER supervisor;

- Participates in developing teaching strategies that meet the learning styles of students as they prepare to meet State/Pearson Vue requirements for General Educational Development (“GED”) attainment;
- Plan and modify program instruction to meet the needs of individual students;
- Evaluate student progress achieving curricula and activity benchmarks and make necessary provisions to meet the requirements;
- Participate, as a member of in an instructional team that promotes learning activities consistent with the program’s mission and objectives;
- Maintain required records and files and submit-required reports in a timely manner;
- Research trends and innovations in the respective academic content areas and in strategies to reconnect out-of-school youth with the population, in general;
- Develop lesson plans specific to Pima County’s educational objectives connecting students’ leaning and behavior to existing needs of the general workforce;
- Perform other duties as may be assigned by the SER Director/Pima County Program Manager.

THE MINIMUM REQUIREMENTS FOR THIS POSITION ARE:

At lease a Bachelor Degree in Education or a related are from an accredited college or university and at least two years teaching experience. ESL teachers require proof of academic or professional training in ESL.

Accreditation may be required so that all personnel interested for these positions must be able to qualify for accreditation.

Experience in adult basic education is required for all Basic Education Positions.
How to apply: email a cover letter and a resume to Erik Dorame – serjobs85713@yahoo.com

Please indicate what position you are applying for on the email subject line.

SER-Jobs for Progress
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www.serjobsforprogress.org

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(520) 724-5050
https://webcms.pima.gov/cms/one.aspx?pageId=6382