

## GED Program Job Opportunities for September 2010

### About GED:

Vita Education Services offers GED preparation throughout Bucks County. The purpose of the GED program is to prepare students for taking the GED exam. The class covers all subjects of the GED test. Official Practice Tests are given periodically to determine readiness for the GED.

To be considered for a teaching position, please submit:

- A) A cover letter
- B) Resume
- C) A 2.5 hour lesson plan that can be used for an adult GED class. The purpose of a lesson plan is to determine the teacher's ability to create a plan within a specific time frame. It is not a description of one activity you might do in the classroom. Imagine a fictitious GED class of 15. Think about the skills needed for the five sections of the GED test. The lesson plan should include the objectives and materials for the lesson. The lesson structure is: a warm-up activity, review of previous lesson, introduction and practice of new material, and recycling of previously learned material. Think about how you will measure student learning.

Send to [jobs@vitaeducation.org](mailto:jobs@vitaeducation.org). Qualified individuals will be interviewed after reviewing application materials.

### Position Title: GED Teacher

Location of Evening Classes:

Warminster (Monday and Wednesday) and Bensalem (Tuesday and Thursday)

**Position Title:** GED Teacher  
**Reports to:** High School Programs Supervisor  
**Status:** Ancillary staff

**Salary:** This employment classification is designated as ancillary employee, being paid for hours worked. It includes paid time for teacher orientation, student registration, meetings, instructional and coordination time. The hourly rate is \$21.00.

**Class Semesters:** First semester is September to November. Second semester is from January to March.

**Class times:** Evening Class: The class meets two evenings a week. Coordination time is 6:00-6:30 PM; there are 8 hours of coordination for each semester. Instruction time is 6:30-9:00 PM; there are 40 hours of instruction for each semester.

### **Summary of job:**

The GED teacher is responsible for the assessment and instruction of adult learners in the adult basic education program. There are two sessions per week (two and one-half hours each) of direct instruction and one-half hour of coordination before (or after) each session. Coordination time occurs before class; this time is used to complete paperwork required by our funders.

Written lesson plans are required. Periodic class visits by the Class Supervisor are scheduled. The teacher is expected to participate in all activities listed on the Teacher Class Calendar.

**Responsibilities:**

- Attendance at an orientation/training workshop.
- Pre and post assessment of students using formal and informal instruments.
- Use of student assessments in program planning
- Written lesson plans
- Class GED instruction including goal setting component
- Monthly data collection and reports as required by grant guidelines
- Attendance at selected meetings
- Participation in staff development
- Communication with staff
- Compliance with Vita's Policy and Procedure Manual
- Execution of other responsibilities as assigned

**Qualifications:**

- Degree in education
- Experience in teaching, preferably adults
- Knowledge of adult assessments
- Creativity in designing lesson plans
- Strong interpersonal and organizational skills
- Ability to meet time sensitive deadlines
- Maturity and sensitivity in working with diverse populations