

## Position Title: Adult Language Arts & Social Studies Teacher for High School Equivalency

<b>Location:</b>	Lower Bucks
<b>Position Title:</b>	Language Arts & Social Studies Teacher for High School Equivalency
<b>Reports to:</b>	Director of Literacy and High School Programs
<b>Status:</b>	Ancillary staff

### Application Process

Send the following information to [manderson@vitaeducation.org](mailto:manderson@vitaeducation.org). Qualified candidates will be interviewed after application materials are reviewed.

- Cover letter
- Resume
- Two references
- A 2.5 hour lesson plan that can be used for an adult High School Equivalency (HSE) class. The purpose of the lesson plan is to determine the candidate'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 HSE class of 10. Think about the skills students need to perform well in the GED language arts and social studies exams. The lesson plan should include objectives and materials for the lesson, a warm-up activity, and the introduction and practice of new material. One part of the lesson should focus on how to organize an essay evaluating opposing arguments on the same topic. The second part of the lesson should teach students how to analyze a key historical document (or a section of a long document) that has helped shape American government.

If you are not familiar with the 2014 GED curriculum, you may find it helpful to look through a 2014 GED preparation book and to visit [www.gedtestingservice.com](http://www.gedtestingservice.com) to get a more precise sense of the material our teachers must cover.

### Job Details

#### Class Calendar:

Classes run from July to mid-August for six weeks. The regular academic year runs from September to May. There are 26 weeks of instruction from fall to spring, divided into two terms of approximately equal length. Language arts and social studies are taught concurrently.

#### Class times:

Each class meets two times per week. Summer classes meet during the day only. Classes during the academic year may meet in the day or evening. For morning classes, coordination time is from 9:00 to 9:30 AM and instructional time is from 9:30 AM to 12:00 noon. Afternoon classes have coordination time from 12:00 to 12:30 PM and instructional time from 12:30 to 3:00 PM. For evening classes, coordination time is from 6:00 to 6:30 PM and instructional time is from 6:30 to 9:00 PM.

**Salary:**

This employment classification is designated as ancillary employee, being paid for hours worked. It includes paid time for teacher orientation, student registration, instruction, coordination, meetings, and professional development. Compensation is \$22.00 to \$24.00 per hour.

**Summary of job:**

The HSE teacher is responsible for the instruction and assessment of adult learners in the adult basic education program. There are two sessions per week, consisting of two and one-half hours each of direct instruction and one-half hour of coordination before each session. Coordination time is used to complete paperwork required by our funders, prepare the classroom, and meet with individual students.

Written lesson plans are required. Periodic class observations by the Director of Literacy and High School Programs will be scheduled. The teacher is expected to participate in staff meetings and professional development.

**Responsibilities:**

- Attendance at an orientation/training workshop
- Participation in student orientation and registration each semester
- Pre- and post-assessment of students using formal and informal instruments
- Use of student assessments in lesson planning
- Written lesson plans addressing the College and Career Readiness Standards and other State requirements
- Class instruction
- Preparing students to take computer-based High School Equivalency exams
- Monitoring students' Core and Secondary Goals
- Monitoring students' attendance
- Educational case management and disseminating information about community resources (provided by Vita) to help students overcome barriers to learning
- Monthly data collection and reports as required by grant guidelines
- Attendance at staff meetings
- Participation in Vita approved professional development activities
- Communication with staff
- Compliance with Vita's policies and procedures as specified in the Vita Employment Policy Manual
- Execution of other responsibilities as assigned

**Qualifications:**

- Degree in education
- Experience teaching, preferably adults
- Extensive knowledge of subject area(s) taught (English Language Arts, Social Studies)
- Familiarity with formal adult assessments
- Competence in Microsoft Office and navigating the Internet
- Creativity in designing lesson plans
- Strong interpersonal and organizational skills
- Ability to meet time-sensitive deadlines
- Ability to move instructional materials to and from the classroom
- Maturity and sensitivity in working with diverse populations
- PA child abuse, criminal, and FBI clearances. All clearances must be within one year of hire date