

## Position Title: Adult Math and Science Teacher for High School Equivalency – Bristol

**Location:** Bristol  
**Position Title:** Math and Science Teacher for High School Equivalency  
**Reports to:** Director of Literacy and High School Equivalency Programs  
**Status:** Ancillary staff

### Job Details

#### Summary of job:

The HSE teacher is responsible for the instruction and assessment of adult learners seeking the Pennsylvania Secondary School equivalency diploma. Students may get their diplomas by passing either the GED or HiSET battery of tests. For content information, see any of the following:

- *GED Assessment Guide for Educators: Mathematical Reasoning* (<https://www.gedtestingservice.com/uploads/files/dd352bb96923b6d3102665bdb1251e26.pdf>).
- *GED Assessment Guide for Educators: Science* (<https://www.gedtestingservice.com/uploads/files/ffa754ca18bc9a572e96f0d1ab75c61c.pdf>).
- *HiSET Test Content* (<http://hiset.ets.org/states-policy/about/content>).

Teachers are expected to create and follow written, standards-based lesson plans. Classes are scheduled two evenings per week for two and one-half hours. An additional half hour of coordination time is used to complete paperwork, prepare the classroom, and meet with students. Periodic class observations will be scheduled. The teacher is expected to participate in three staff meetings and professional development.

#### Class Calendar:

Classes run from September to June for 32 weeks of instruction and meet two times per week. Math is taught first and Science is covered after. Coordination time is from 12:00 to 12:30 PM and instructional time from 12:30 to 3:00 PM.

#### Salary:

This employment classification is designated as ancillary—the employee being paid for hours worked. It includes paid time for teacher orientation, student registration, instruction, coordination, staff meetings, and professional development. Compensation is \$22.50 to \$24.50 per hour.

#### Responsibilities:

- Standard teachers' responsibilities, including but not limited to monitoring attendance, lesson planning, instruction, student assessment, student coaching, and communication with colleagues
- 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
- Preparing students to take computer-based High School Equivalency exams
- Monitoring students' Core and Secondary Goals

- 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 or older youth
- In-depth knowledge of subject areas taught (math and science)
- Familiarity with formal adult assessments
- Competence in word processing, email, and navigating the Internet
- 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

**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 sample, detailed lesson plan that could be used for an adult HSE class.

*Note:* 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.

- If you are an experienced math and science teacher, you may submit an existing lesson plan appropriate for an adult HSE class.
- If you do not have an appropriate lesson plan, use these guidelines to prepare a plan: 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 cover quadratic equations and another part should cover sources of energy and a comparison of different sources. Explain how you would measure student learning.