

Position: Adult Science Teacher for High School Equivalency

Location: Bucks County Correctional Facility, Doylestown
Position Title: Adult 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 preparing adult learners in the Bucks County Correctional Facility to pass the science portion of the GED exam. For content information, see the GED Testing Service's *Assessment Guide for Educators: Science* (<https://www.gedtestingservice.com/uploads/files/ffa754ca18bc9a572e96f0d1ab75c61c.pdf>).

Teachers are expected to create and follow written, standards-based lesson plans. Classes are scheduled one evening per week for two hours. An additional half hour of coordination time is used to prepare the classroom and to 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 May. Each term is approximately eight weeks long. Class meets one time per week. Coordination time is from 6:30 to 7:00 PM, instructional time from 7:00 to 9:00 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 \$23.00 to \$25.00 per hour.

Responsibilities:

- Standard teachers' responsibilities, including but not limited to monitoring attendance, lesson planning, instruction, student assessment, student coaching, and communication with colleagues
- Preparing students to take computer-based GED exam
- Attendance at teacher orientation/training workshop
- Participation in student orientation and registration each semester
- Attendance at three staff meetings
- Participation in Vita approved professional development activities
- Communication with Vita 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 in teaching, preferably adults or older youth
- In-depth knowledge of subject area taught (science)
- Familiarity with formal adult assessments

- Ability to use word processing and email
- Strong interpersonal and organizational skills
- Ability to meet time-sensitive deadlines
- Maturity and sensitivity in working with diverse populations
- Ability to move instructional materials to and from the classroom
- 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. 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 GED 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 science teacher, you may submit an existing lesson plan appropriate for an adult GED science 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 2014 GED science exam. 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 an aspect of genetics and another part should cover sources of energy and a comparison of different sources. Explain how you would measure student learning.