

**Job Description / FALL 2016**

**Position:** High School Equivalency (HSE) Preparation (Spanish) Teacher

**Department:** Adult Education

**Reports to:** Program Director

**Hours:** Part-time

**FLSA**: Non-Exempt

**Reviewed**: 11/22/2016

**Position Summary:**

The High School Equivalency Teacher is a part-time position that includes teaching Academics and Test Taking Skills to adults in preparation to take the TASC Exam. The position includes two hours of prep time per week.

**Responsibilities:**

* Teach High School Equivalency / Adult Basic education course.
* Collaborate with teaching staff regarding lesson plans, etc.
* Take daily attendance and maintain minimum student attendance as outlined by contracting agency or funder.
* Submit student attendance, monthly attendance roll book, and testing information to Program Asst. by established deadlines.
* Maintain a file with documents pertaining to students’ progress.
* Administer TABE and TASC Readiness Exam for students in each class.
* Maintain communication with Adult Education Program Director about class activities and progress.
* Maintain communication with Case Manager regarding students’ retention and attendance issues.
* Meet related outcomes goals as established by funding source.
* Additional duties as assigned by supervisor.

**Qualifications:**

* Bachelor’s Degree in Education or related field.
* At minimum one year experience teaching HSE and/or GED to adult populations.
* Experience working with urban adults and immigrants.
* Excellent interpersonal skills.
* Excellent communication, organizational, verbal, and written skills in Spanish and in English.
* Understanding of preparation needed for TASC exam.
* Excellent computer skills.
* Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.