

# UNION SETTLEMENT

## Job Description

**Position:** Basic Education/ High School Equivalency (HSE) Teacher  
**Department:** Adult Education  
**Reports to:** Director of Adult Education  
**Hours:** Part-time: Mon-Thurs, 6pm-9pm  
**FLSA:** Non-Exempt  
**Reviewed:** 1/10/2018

### Position Summary:

The Basic Education/High School Equivalency Teacher is a part-time position that includes teaching Math, Reading, Writing, Science and Social Studies, as well as Test Taking Skills to adults at a Basic Education level who want to advance to an HSE class.

### Responsibilities:

- Teach Basic Education/High School Equivalency class.
- Administer TABE tests, and insure that every student has been post-tested.
- Take daily attendance and maintain minimum student attendance as outlined by contracting agency or funder.
- Communicate on a regular basis with Case Manager regarding student attendance and student problems.
- Maintain communication with Adult Education Program Director about class activities and student progress.
- Submit student attendance, in-take forms, and testing information to Program Assistant and/or Case Manager by established deadlines.
- Attend trainings provided by funding source to update job related skills.
- Additional duties as assigned by supervisor.

### Qualifications:

- Bachelor's Degree in Education or related field.
- At minimum two years' experience teaching Basic Education or HSE to adult populations.
- Experience working with urban adults and immigrants.
- Excellent interpersonal skills.
- Excellent communication, organizational, verbal, and written skills.
- Good computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.

### To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:  
jobs@unionsettlement.org please indicate Basic Education/ High School Equivalency (HSE) Teacher in subject of e-mail.

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