

## **Employment Opportunity: General Educational Development (GED) Instructor**

**Position:** Part-time GED Instructor for Community-Based Adult Education Provider / 20 hours per week / \$25 per hour plus prep time / GED class takes place from 9 am to 1 pm 4 days per week

**Employer:** Halifax Community Learning Network

**Location:** Spryfield, N.S.

**Work Setting:** Classroom Group (8 – 12 adult learners)

The Halifax Community Learning Network ([www.hcln.ca](http://www.hcln.ca)) is a community-based, non-profit organization that provides free classroom and one-to-one tutoring programs to adults who are 19 years of age or older. An experienced, enthusiastic, flexible instructor is needed to provide instruction to GED students.

Key responsibilities include classroom management, lesson planning, and instruction in Language Arts (Reading and Writing), Social Studies, Science, and Mathematics. The instructor will help students prepare for all five tests to complete the GED. The instructor must be able to adapt instruction to the varied learning styles and academic abilities of adult learners. The candidate must have excellent organizational and communication skills.

### **Job Responsibilities**

- Teach GED preparation subjects (Language Arts, Social Studies, Science, and Mathematics)
- Administer GED practice tests and gauge student readiness for GED exams
- Stay current with the content, format, and scoring of the GED testing program
- Instruct students in basic computer skills in preparation for computer-based GED exams
- Maintain student progress and track attendance
- Attend staff meetings and participate in professional development opportunities as required

### **Position Requirements / Education/Skills:**

- Bachelor of Education degree from an accredited institution.
- Ability to assess the academic abilities of adult learners using a variety of tools
- At least 2 years of adult education teaching experience including knowledge of the GED subject areas.
- Excellent classroom management, organizational, and communication skills
- Ability to adapt to the varying needs of adult learners
- Works independently with minimum direct supervision.
- Displays effective multi-tasking and time management skills
- Excellent computer skills include a competent knowledge of the Internet/E-mail/MS Word, Excel, and Power Point

- Experience working with adult learners will be considered an asset

**Deadline:** September 13, 2019

Please send your cover letter and resume by email only to: [info@hcln.ca](mailto:info@hcln.ca)

**Thank you for your interest. Only candidates chosen for an interview will be contacted.**