



We are pleased to announce that we are seeking qualified applicants for the position of

GED/ABE TEACHER – TEMPORARY – Reposted 1/7/2019

(General Educational Development/Adult Basic Education)

- POSITION(S):** 1 **GED/ABE Teacher - Temporary**
20 hrs/week, Mon-Thur, 5pm-10pm, 154 days per year (pro-rated for remainder of 2018-19)
- LOCATION:** **Redmond**
- START DATE:** **As soon as possible**
- SALARY RANGE:** **As established by bargaining agreement, 2018-19 Licensed Salary Schedule (based on experience and education).
Benefits include pro-rated family insurance package, sick leave, paid holidays, generous tuition reimbursement program.**
- QUALIFICATIONS:** **DEFINITION**
This position will focus on providing direct instruction of GED core subject areas Social Studies, Science, Mathematics, and Language Arts. The ABE teacher implements GED preparation strategies, curriculum, subject specific activities and materials, and creates learning communities for participants and in Spanish and/or English.

QUALIFICATIONS

Minimum

- Bachelor's degree or foreign credentials accepted
- One year of professional work experience in teaching youth and or adult learners and a demonstrated sensitivity and commitment of cultural issues of learners.
- Bilingual in English and Spanish: fluent oral and written communication skills in English and Spanish languages: evidence of cultural competency skills.
- Strong interpersonal skills and the ability to work in a team environment and work independently in multiple roles

Preferred

- Demonstrated ability to teach diverse and/or underserved populations in preparation for the GED subject exams, especially mathematics.
- Experience incorporating technology and computer assisted learning in the classroom and course curriculum.
- Experience with curriculum development

Please see attached job description for additional information and position responsibilities.

APPLICATION PERIOD: Open until filled

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Geraldine Casimiro, 541.693.5672 or 541.306.8158, geraldine.casimiro@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES D website www.hdesd.org)
- Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.693.5601
kristen.johns@hdesd.org

If you currently hold a regular position with HDES D, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES D requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 1/7/2019

DIRECTOR OF HUMAN RESOURCES
Posting # L18-19/521

ABE/GED TEACHER

Definition This position will focus on providing direct instruction of GED core subject areas Social Studies, Science, Mathematics, and Language Arts. The ABE teacher implements GED preparation strategies, curriculum, subject specific activities and materials, and creates learning communities for participants and in Spanish and/or English.

Position Duties

80% teach students and seasonal farmworkers English and/or Spanish in preparation for GED in the following subject areas: science, mathematics, social studies, and reasoning through language arts. Responsible for implementing GED preparation strategies including learning communities for participants.

10% regularly exercise independent judgment and discretion in assessing individual needs of the participants to develop an individual plan of action; track and monitor progress of students. Help to hire, train and supervise academic tutors.

5% in collaboration with colleagues, the teacher participates in the process of selecting students for the program as well as discussion on issues affecting student's progress. Assist in preparation of year-end curriculum reports; continue professional development.

5% help plan, develop and implement academic assistance in career exploration workshops; administer culturally relevant material and assessments; support and participate in student initiatives. Develop strategies for completion of the adult basic education certification; assist in creating end and individual academic success plan. Aid in hiring, training, and supervising academic tutors.

Qualifications:

Minimum

- Bachelor's degree or foreign credentials accepted
- One year of professional work experience in teaching youth and or adult learners and a demonstrated sensitivity and commitment of cultural issues of learners.
- Bilingual in English and Spanish: fluent oral and written communication skills in English and Spanish languages: evidence of cultural competency skills.
- Strong interpersonal skills and the ability to work in a team environment and work independently in multiple roles.

Preferred

- Demonstrated ability to teach diverse and/or underserved populations in preparation for the GED subject exams, especially mathematics.
- Experience incorporating technology and computer assisted learning in the classroom and course curriculum.
- Experience with curriculum development;

Classification: Licensed

Reports To: Director of OMEP & Foreign Languages

Supervisory Responsibility

None; however may provide guidance to temporary employees, volunteers or program assistants working within the OMEP program.

Performance Responsibilities:

1. This position will focus on providing direct instruction of **GED Language Arts, Social Studies, Science and Math subjects in Spanish.**
2. Incorporate the used of basic computer skills within the course curriculum.

3. Monitor and evaluate learner progress, determine learning needs of students.
4. Teach classes as assigned following approved course outline; prepare and develop materials and lesson plans for assigned classes; provide students with course syllabi.
5. Maintain records of attendance, student goals and outcomes, student progress and other required student data for program reporting purposes.
6. Assist in advising, recruiting, and registering students.
7. Work with program assistants to integrate instruction.
8. Maintain effective, positive working relationships with Adult Ed. colleagues and students and actively support a teamwork environment.
9. Attend occasional required meetings, and required trainings.
10. Plan for, request, and order, on a timely basis, all textbooks and materials needed for assigned courses.
11. This announcement covers the most significant essential and auxiliary duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

Terms of Employment: Salary, benefits and vacation are established by policy and contract renewable annually by the Board of Directors.

Evaluation: Director of OMEP & Foreign Languages

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally perform work beyond a standard 20-hour work week when workload requires.