

Job description – HiSET Instructor

Who we are:

The Open Link, a multi-service agency serving the greater Upper Perkiomen Valley, provides services and programs that help, educate, and empower, as well as opportunities that promote socialization and volunteerism for people of all ages to lead healthy and productive lives. We are committed to fostering an organizational culture of diversity and inclusion and strive to be a welcoming workplace where unique characteristics, skills and experience are respected, valued, and celebrated.

Where you'll work:

The Main Office – HiSET - A high school equivalency program, located in our Pennsburg office. This is a Pennsylvania Department of Education Adult and Basic Literacy Education funded program, to instruct students that have expressed the goal of attaining a high school equivalency diploma (GED or HiSET). Classes are provided throughout the year in four (4) sessions running during a summer, fall, winter and spring session. The program also assists students with workforce development skills and possible placement into viable employment.

Who will love this job:

A Teacher/Instructor – you enjoy planning lessons, providing instruction, providing supplemental distance learning opportunities to interested students in their classes, completing professional development, and ensuring constant program improvement efforts are being pursued.

An organizer – you enjoy ensuring all classroom resources are available and properly stored for ease of access.

An administrator – you enjoy keeping accurate student records (attendance, testing information, etc.), reporting appropriate information to the contracting agency regarding the program, periodically reviewing student goals with them, adjusting student placement, if needed, and coordinating with the student support staff.

A multitasker – you enjoy being busy and can juggle different tasks simultaneously, while working with other staff on activities, data collection and tracking, coordinating volunteers, and collaborating with staff. You're flexible and can problem-solve. You are dependable and reliable.

What you'll do:

- Instruct Tuesday and Thursday evenings between 6:00pm – 8:30pm
- Allow for lesson planning, intake administration, assessment testing & classroom preparation outside of instruction hours
- Administer the TABE Test
- Have an understanding of the HiSET test, their subject content, scoring and testing requirements.
- Have an understanding the HiSET portal, ged.com, and its tools so students know how to access and use the website.
- Plan and implement HiSET lessons based on Career and College Readiness Standards (CCR)
- Plan and teach students in a multi-level environment.
- Participate in staff meetings during the program year.
- Participate in four professional development sessions.
- Have the ability to attend the PACE Conference, which is an overnight commitment once a year.
- Keep a database with student attendance and lesson plans that you update weekly.
- Attend workforce development meetings and planning sessions.
- Be proficient with technology, as an instructor, you will be working in a computer lab with students on a regular basis.
- Contribute ideas and observations that will help improve the program.
- Have the ability to become a Testing Site administrator.

You should have:

- Bachelor of Education degree or equivalent experience.
- Applicant should have experience and demonstrated ability to teach Reading, Writing, Social Studies, Science, and Math at a high school level.
- Instructor should be proficient with technology, as instructor will be working in a computer lab with students on a regular basis.
- Applicant is subject to a PA Criminal Records Background Check.
- A friendly and attentive demeanor that caters to the needs of the clients, stakeholders, and the public.
- Flexibility, as your services may be needed in areas outside the scope of your written job duties.
- A proficiency in MS Office (in particular, Word, Excel, and Outlook) and file sharing applications.
- Organizational skills, the ability to be flexible, to prioritize, and manage time effectively.
- A demonstrated ability to work effectively with volunteers/tutors.
- Ability to work independently and to carry out assignments to completion within the parameters and instructions given, prescribed routines, and standard accepted practices.

Job Type: Part-time

Pay: From \$22.00 per hour

COVID-19 considerations:

The Open Link is committed to keeping our staff, volunteers, participants safe:

- PPE/sanitizer available/distancing encouraged/regular cleaning.
- Controlled access to facilities.
- Masking as appropriate.