



**HISPANIC CENTER**

of western michigan

## **GED IN SPANISH INSTRUCTOR**

### **Position Title: GED in Spanish Instructor**

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**Program Description:** Our program offers adult learners the academic and technology support necessary to successfully attain high school equivalency GED Certificate. Class sessions will be taught in Spanish and held in summer evenings. The class is 6 – 8 weeks.

**Job Summary:** The Instructor is responsible for the continued development, promotion, and coordination of the GED in Spanish class. This position includes tasks related to promoting GED services and retaining students, tutors, and volunteers. The Instructor coordinates the work of tutors and/or volunteers.

### **WORK SCHEDULE:**

- Temporary, Part-Time: 18-20 hours per week

### **DUTIES:**

- Design, evaluate, and review programming, curriculum content, methods to assess student strengths and weakness
- Develop recommendations for course revision, development, or elimination
- Work one-on-one or in small groups with GED students to provide instruction in areas of Reading, Writing, Mathematics, Science, and Social Studies
- Prepare students for further education by encouraging them to explore learning opportunities and to persevere with challenging tasks
- Maintain accurate students record
- Work with the Program Coordinator to select, order, and issue books, materials, and supplies for courses or projects
- Lead volunteer tutors
- Work closely with staff to communicate program systems, goals, and events
- Create a warm and inviting learning atmosphere conducive to academic achievement
- Other duties as assigned

### **SKILLS/QUALIFICATIONS:**

- Demonstrated experience teaching adult learners
- Teaching Certificate Required – Secondary is Preferred
- Knowledge of GED Exam, its components, and available resources and provide information, guidance, and preparation for the General Equivalency Diploma (GED) examination

- Excellent interpersonal and problem – solving skills (welcoming, courteous, professional, and eager to help)
- Excellent computer, verbal, and written communication skills
- Prior experience serving culturally and ethnically diverse communities
- Bilingual ( English & Spanish)