

**SCHENECTADY COUNTY COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: GED PREP INSTRUCTOR

FUNCTION OF THE POSITION:

The GED Prep Instructor will develop a curriculum that assist students build reading, writing and mathematics skills in order to achieve a passing score on the GED exam, assist students in registering for the GED exam and administer the TABE exam and practice GED exams. The GED instructor must possess the ability to work with students from different cultures, socioeconomic and educational backgrounds. The instructor must understand students' current circumstances and future goals.

SPECIFIC RESPONSIBILITIES:

- 1) Develop a curriculum that assists students build reading, writing and mathematics skills in order to achieve a passing score on the GED exam.
- 2) Assist students in registering for the GED exam.
- 3) The ability to teach critical-thinking and problem-solving skills.
- 4) Administer the TABE exam and practice GED exams.
- 5) Maintain program records.
- 6) Develops, revises and evaluates curriculum to meet the needs of the students.
- 7) Provides classroom instruction in a variety of fields (ESL, GED) at several levels.
- 8) Evaluates students' progress regularly including using standardized assessment tools.
- 9) Maintains current records on all students, including accurate attendance records.
- 10) Respond appropriately to the cultural differences present among the Agency's clients.
- 11) Promote the mission, work and activities of SCCC GED Prep program in a positive manner with all staff, clients and the general public at all times.

Required Qualifications:

A Bachelor's degree required. Experience in GED instruction required. Multicultural experience preferred.

Preferred Qualifications: Master's degree

Reporting Responsibilities: The position reports to the Associate for Continuing Education