



Job Description

GED Instructor

Center for Adult and Family Education of the Gunnison County Library District

Wage Range

15.00-18.00 per hour

Responsibilities

- Teach adult basic education/GED curriculum in an individualized, self-paced learning environment
- Perform record-keeping and reporting responsibilities
- Assist students in identifying appropriate and attainable educational goals and monitor, record and report on students' progress toward goals
- Use diagnostic information from students' standardized assessments combined with students' goals and needs to inform instruction
- Work with the director and other instructors on continuous program improvement
- Maintain cooperative relationships and open communication with all staff and students
- Assist with GED graduation planning
- Assist students with logistics and applying for financial assistance for expenses related to taking the GED exam; work with testing centers to schedule tests, obtain scores, etc.
- Liaise with the Department of Vocational Rehabilitation and the Gunnison Workforce Center to assist students as needed
- Other duties as assigned

Professional Development

- Attend all local staff meetings
- Complete an annual self-evaluation and develop an annual individual professional development plan
- Participate in and keep a record of a variety of professional development activities – self-study, workshops, local, regional and state trainings, and credit courses in order to achieve the CDE/AEFLA's recommended amount of professional development hours within 12 months
- Participate in yearly formal observations that include a pre- and post-observation conference and classroom observation conducted by the program coordinator