Position Description

Position Title: Youth Science Instructor   **FLSA/Job Status:** Hourly; PT Temporary

Reports to: Sarah Robbins

Division/Department: GED to College   **Location:** 100 S. Broad Street, 10th Floor

Approved by: **Date:**

Job Function Summary: This individual is responsible for planning and implementing interactive lessons aligned to GED standards. This role will support young adult learners seeking academic improvement, employment, advancement and/or entrance to college or training programs.

General Overview of Position: Under the direction of the Youth Coordinator, this person is responsible for
- developing a project-based, contextualized syllabus
- providing instruction
- incorporating computer technology
- documenting student progress and maintaining student portfolios.

Requirements:
- College degree in related field with 3-5 years of experience in academic preparation, GED and postsecondary or equivalent combination of education and experience.
- Ability to use different modes of instruction to facilitate multiple learning styles
- Excellent computer, organizational and people skills are essential.
- Excellent problem solving and communication skills.
- Sensitivity to the needs of young adult learners, particularly the WIA population.

Specific Duties:
- Prepare and submit a syllabus for approval prior to beginning of class.
- Prepare and maintain weekly class lesson plans based on assigned curricula.
- Maintain and report accurate attendance records, goals and follow-up on all students.
- Assist with the development and implementation of program curriculum.
- Work to enhance program curriculum and retain students.
- Submit weekly timesheets and documents for time off.
- Attend and participate in program staff meetings.
- Prepare and submit monthly report on status of class and students.
- Attend all required professional development assigned by the manager.
- Assist with special projects and events as needed.
- Other duties as assigned.