

## Position Description

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

**Reports to:** Sarah Robbins

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

**Approved by:**

**Date:**

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**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 in GED and postsecondary or equivalent combination of education and experience.
- Ability to teach specific sections of the GED and first year college preparation integrated with computer literacy.
- 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.