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## ***JOB DESCRIPTION***

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Job Title: **GED Literacy & Numeracy Teacher**  
Department: **Education**  
Reports To: **GED Coordinator**

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### **JOB SUMMARY**

This position requires the development, organization and delivery of a GED Literacy & Numeracy curriculum to adult female students that are identified at a pre-literate - 5<sup>th</sup> grade level of education. Familiarity of special education instructional methods and strategies is preferred.

### **JOB DUTIES**

1. Analyzes and interprets assessment test data on students, and creates individualized education plans to meet student needs.
2. Implements instructional strategies to meet the learning and socio-emotional needs of students in the content areas of reading, writing, and math (ex. decoding, reading comprehension, writing, grammar, basic math computation, & applied mathematics).
3. Embeds students' personal goals into individualized learning plans, and incorporates relevant life lessons to improve a student's overall growth.
4. Maintains a working knowledge of all student portfolios.
5. Maintains accurate attendance records and documents social service referrals.
6. Utilizes volunteers effectively during instruction.

### ***QUALITY IMPROVEMENT AND PERSONAL DEVELOPMENT:***

1. Actively participates in enhancing client satisfaction.
2. Participates in projects, committees, activities and continuing education to maintain and advance professional competency.

### ***DECISION MAKING:***

1. Utilizes sound judgment in critical thinking and problem solving and is able to make appropriate decisions based on available data. Able to provide rationale for decisions, in both written and verbal communications.
2. Informs appropriate persons of unusual or difficult client care problems.
3. Utilizes appropriate reference materials (i.e. policy and procedure manual, reference books) to respond to unfamiliar situations.

### ***COMMUNICATIONS:***

1. Observes common rules of courtesy and discretion.
2. Always respects client confidentiality by releasing information to only those individuals who are authorized and need to know.
3. Regularly attends and participates in staff meetings.
4. Communicates clearly and age appropriately in verbal and/or written form.

**CARE FOR ENVIRONMENT:**

1. Assures a clean, safe, adequately supplied work area.
2. Properly disposes of waste materials in accordance with approved policies and procedures.
3. Immediately reports unsafe conditions to appropriate personnel.

**TEAMWORK:**

1. Cooperates and works well with management, other program staff members and all personnel in working toward program goals and objectives.
2. Contributes to harmonious working relationships by dealing with conflicts in a constructive manner. Able to deal with a variety of people and personalities
3. Cooperates with reassignments in the interest of client care and program needs.
4. Works beyond the scheduled shift to complete work in an emergency situation.

**COOPERATION:**

1. Adheres to all program policies and procedures.
2. Adheres to all applicable personnel policies, including attendance and provides proper notification for absences, tardiness and vacation requests, and dress code.
3. Respects length of time for lunch and breaks. Provides for area coverage when necessary.

**QUALIFICATIONS**

1. Teacher certification and advanced degree preferred, but not required.
2. Demonstrated ability to achieve goals through coordination of many individuals and activities.
3. Warm, people-oriented personality with and an ability to work within a wide variety of cultural, educational and religious differences.
4. Ability to multi-task.
5. Excellent communication and time management skills.
6. Knowledge of computers and Microsoft office applications.
7. Continues to keep informed regarding GED changes and updates.

***Required of all employees:***

1. *Must be able to work legally in the United States.*
2. *Must have no record of child abuse/neglect.*
3. *Fingerprinting required (Oasis will direct new hire to proper agency for fingerprinting).*
4. *Must complete CARI form (Oasis will provide form and submit to proper agency).*

**DISCLAIMER CLAUSE**

This job description is intended to serve as a guideline to an individual's performance in relations to responsibilities, skills, and working conditions associated with a specific job. In the interest of client care and quality improvement, an employee shall be responsible to perform other duties that are necessary as directed by their immediate supervisor that may not be specified in this job description.