County of Saint Joseph, Indiana
Department of Human Resources
227 West Jefferson Boulevard
South Bend, IN 46601
Phone: 574-235-9547 Fax: 574-245-6602

Position: GED Instructor

Opening Date: Monday, August 22, 2016 | **Salary: Negotiable, depending on qualifications**

Closing Date: Until filled | **Job Type: Full Time Salary Non Exempt**

Department: DuComb Center | **Location: 4161 Lathrop Street**

Description:

Incumbent serves as GED Instructor for the Community Corrections, responsible for providing a highly effective combination of adult basic education skills instruction in math, language, reading, GED Test and post-secondary/workforce skills preparation for adult education students.

This position is full-time, non-exempt, and is covered under the Saint Joseph County Employee Policy Manual.

Hours: Flexible **Shift Times: 8 – 4 PM; at least 1 late night**
(occasional extended working hours on mornings, evenings, weekends, and holidays)

Essential Functions:

- Develop and/or implement a variety of instructional techniques and approaches to engage students using technology, online, e-learning, multi-modal, contextual activities, learning games/simulations, project and problem solving applications applicable to academic, workforce and post-secondary success. Collaborate and participate in ongoing professional/program development and cross-training to integrate instruction with other social services agencies to support GED attainment and transition to employment or post-secondary training. Perform standardized and customized assessments, performance reporting, documentation and follow-up on participants as required. Meet all state/federal workforce adult education guidelines for effective instruction and student/program performance. Maintains working relationships with referral sources and related agencies in the community. Assists students with employment searches. Ensures participants are performing at assigned work sites, including making visitations, discussing work performance, and providing motivation for improvement.
- Conducts intake and assessment interviews and administers pre-tests and post-tests to assigned students. Prepares progress reports and other correspondence as required for courts. Monitors students attendance at all required programming. Monitors disciplinary actions and ensues that consequences are reported, documented and served. Performs related duties as assigned.

Qualifications:

- Working knowledge of standard English grammar, spelling, and punctuation and ability to operate standard office equipment, such as computer, keyboard, copy machine, typewriter, telephone, and fax machine.

- Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements. Ability to meet all Department hiring and retention requirements, and ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

- Ability to effectively communicate orally and in writing with co-workers, other County departments, community organizations, court personnel, local business agencies, social service agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons. Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form. Ability to work alone with minimum supervision and with others in a team environment. Ability to occasionally work extended and/or evening hours, and travel out of town for training and meetings, sometimes overnight.
- Possession of a valid Indiana driver's license and demonstrated safe driving record.

Equal Opportunity Employer