

## Job Description

**Job Title:** GED ISAEP Instructor

**Supervisor:** ISAEP Specialist

**Job Classification:** Non-Exempt

### **Job Summary**

The GED instructor is responsible for teaching classes to high school GED candidates ages sixteen to nineteen, including curriculum development, evaluation of students' progress, and accurate maintenance of all students' records. GED tests require students to demonstrate their ability to apply analyze, and evaluate information. Therefore, the development of a course of study for each student, based on the areas in which the student needs remediation is critical. Classroom instruction should be interactive and incorporate a variety of teaching techniques, materials, and resources, always keeping in mind the ultimate goal of students' success on the GED exam.

### **Essential Duties**

1. Provide classroom instruction in one or more of the following areas: math, reading, writing, science, and social studies.
2. Develop, revise, and evaluate curriculum to meet the needs of the students.
3. Evaluate and track students' academic progress regularly, using standardized assessment tools.
4. Maintain current records on all students, including accurate attendance records, GED applications, TABE and OPT answer sheets, and any court reports.
5. Organize and maintain class area, including equipment and materials.
6. Display a positive attitude with all students and staff; act as a supportive team member in a collaborative environment.
7. Participate in regularly scheduled training sessions.
8. Work closely with vocational instructor

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the ISAEP Specialist or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

A Bachelor's degree is required; GED experience preferred. Candidate must prove competency in the subject(s) they teach. **Current Virginia teaching certificate required.**

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** ISAEP Specialist

*This job description in no way states or implies that these are the only duties to be performed by this employee. GED Instructor will be required to follow any other instructions and to perform any other related duties as assigned by the ISAEP Specialist or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

---

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

---

Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 09/19 CR