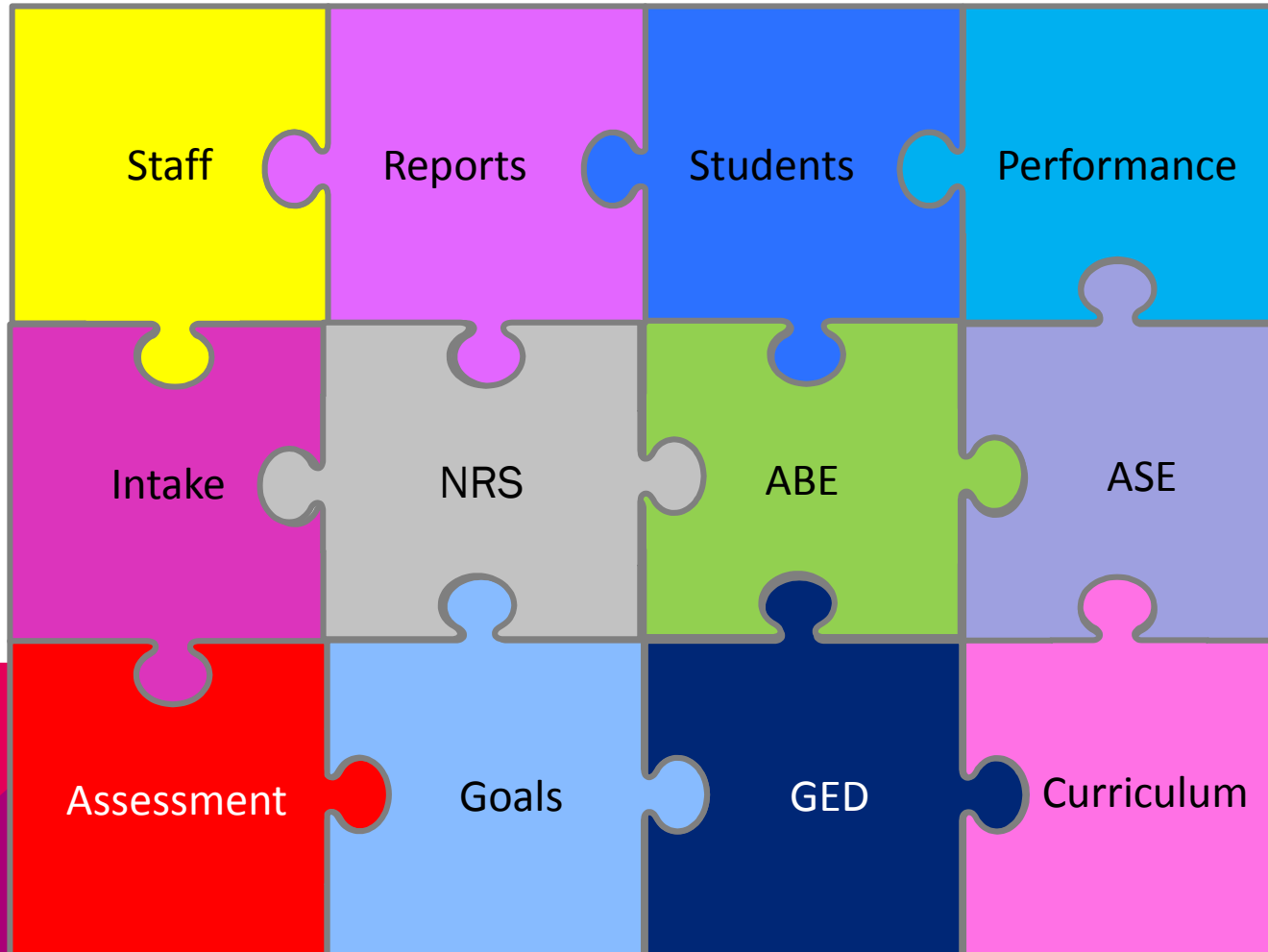


# GED/ADULT EDUCATION INSTRUCTOR IT'S A TOUGH JOB!



# GED/ADULT EDUCATION INSTRUCTOR APPLICATION PROCESS

**All potential employees of Shawnee Community College must:**

**Submit a SCC Employment Application**

**Submit Official Transcripts**


**Submit Resume with Letter of Application**

**(2) Letters of Reference**

**Follow this link to access SCC Application procedures**

[SCC Employment](#)

# **GED/ADULT EDUCATION INSTRUCTOR JOB DESCRIPTION**

- **Maintain class materials, student files, Attendance**
  - **Meet classes according to class schedules**
  - **Implement student retention activities**
  - **Provide assessment, testing, enrollment and placement**
  - **Attend 8 hours of Professional Development/NTO**
  - **Collect and send in student work samples**
  - **One-on-one new teacher orientation BEFORE instruction begins**
  - **Paid mid-term and end of semester**
- 

# GED/ADULT EDUCATION INSTRUCTOR WELCOME

**As an Adult Education Instructor, you will find that you have a variety of roles. The adult student often faces a number of challenges in their lives. Therefore, in addition to being an instructor, you will sometimes be an advisor, a motivator, a learner, a mentor, a problem solver, and a referral manager.**

**However, Teaching adults is very rewarding.**



# GED/ADULT EDUCATION INSTRUCTORS

**Are instrumental in creating a welcoming, safe learning environment**

**Should encourage students in class to talk to each other and learn from one another.**

**Build positive relationships with the students and other peers-this is key to why students stay in class and achieve success.**

**Understand that the first 3 class sessions are critical in developing relationships**

**There is no cost to students**

**Do not let books go home**



# GED/ADULT EDUCATION PROCEDURES

- **Start and end times of class-most are 3 hour classes 2 nights per week**
- **Registration forms**
- **Attendance-online following each class through SCC email**
- **TABE test: Survey, Long form, Timing, Pre and Post-test**
- **Support Services-Travel for students depending in qualifications**
- **Work Samples-Sent to Adult Ed Coordinator each semester**
- **Letter of Separation-for students 16-17 years old**
- **8 hours of Professional Development**
- **All forms can be found on SCC website**
- **Minimum number of students**
- **Teacher's aid**

# **GED/ADULT EDUCATION ASSESSMENT**

**Assessment has three main purposes:**

- 1. To guide an instructor's practices**
- 2. To measure a student's progress**
- 3. To monitor program for accountability**

**Test taking may cause anxiety. Instructors should include a discussion of the purposes of assessment prior to testing.**

**The instructor should be sure to review assessment results with the student to insure proper goal setting.**

# GED/ADULT EDUCATION INSTRUCTION

- **Multi-level**
  - Adult Basic Education (ABE) Below 5.9**
  - Pre-GED 6.0-8.9**
  - GED 9.0-Above**
- **Common Core Standard**
- **Goal Setting**
- **The State/Federal Constitution test**
- **McGraw Hill, Contemporary, Steck-Vaughn, New Reader's Press Materials-Most answers found in the back of the books**
- **Internet access at most sites**
- **Types of Instruction: Group, Individual, or a combination of both**



# GED/ADULT EDUCATION HELPFUL WEBSITES

[www.aaamath.com](http://www.aaamath.com)

[www.chompchomp.com](http://www.chompchomp.com)

[www.gedpractice.com](http://www.gedpractice.com)

[www.mathnotes.com](http://www.mathnotes.com)

[www.mathgoodies.com](http://www.mathgoodies.com)

[www.nytimes.com/learning](http://www.nytimes.com/learning)

[www.schoolnotes.com](http://www.schoolnotes.com)

# FOR MORE INFORMATION CALL

**James Darden**

**Dean of Adult Education and Alternative Education**

**618-634-3325 or 800-481-2242 ext 3325**

**Kyle Echols, Adult Education Coordinator**

**618-634-3222 or 800-481-2242 ext 3222**

**Ginger McBride, Alternative Education Coordinator**

**618-634-3419 or 800-481-2242 ext 3419**

**Stacy Simpson, Administrative Assistant**

**618-634-3266 or 800-481-2242 ext 3266**