



ESTABLISHED IN 1968

INQUILINOS BORICUAS EN ACCIÓN, INC

PROGRAM: Pathway Technology Campus

POSITION: GED Instructor (Part-time/ 10 evening hours per week)

DEADLINE: RESUME AND COVER LETTER MUST BE RECEIVED NO LATER THAN February 26, 2010

OUR HISTORY: Pathway Technology Campus (PTC) is a program of Inquilinos Boricuas en Acción (IBA) in partnership with Bunker Hill Community College (BHCC) providing educational and workforce development opportunities to residents of Villa Victoria and nearby housing developments in the South End and Lower Roxbury. IBA is a dynamic community building agency in the South End dedicated to increasing the social and economic power of individuals and families through education, economic development, technology and arts programming that builds safe, vibrant and culturally diverse affordable housing communities.

Through sites in the South End and in Lower Roxbury, PTC provides residents an opportunity to take adult education, college-level classes and workforce certificate programs while offering academic support services, job readiness training, tutoring, childcare and case management needed to demystify college and the workforce in order to open a pathway to economic self-sufficiency. IBA seeks a dynamic individual with demonstrated teaching skills to assume the leading role of **GED Instructor** at our new Lower Roxbury site at the YMCA Central Branch.

Job Summary

The GED Instructor will maintain the following objectives:

1. Serves as course facilitator to assist students in completing self-paced course work in reading, writing, social studies, science and mathematics.
2. Develops course curricula and prepares/previews instructional materials in collaboration with GED Learning Specialist (i.e.- develops comprehensive course curricula incorporating multiple media; writes/prepares syllabi, tests, tutorials, and instructional materials; selects text materials; prepares and proctor GED pre-tests; evaluates effectiveness of instructional materials and assessment instruments, revising as needed).
3. Performs program support and administrative tasks as directed by the PTC Program Director.
4. Meets on a weekly basis with PTC Case Manager, Program Director and Learning Specialist to review student progress and/or any issues that may arise in the program.
5. Develops and maintains notes regarding evaluation of student progress.

As a GED Instructor you will be responsible for providing a supportive educational environment for PTC students by preparing students to successfully pass the reading, english/writing, mathematics, science, and social studies subject tests of the GED Exam using individualized, self-paced as well as class instruction. The GED Instructor will be responsible for teaching subject courses (math, English, social studies, science and reading), developing course curricula and instructional materials, and coordinating related aspects of the GED program. This position will be located in our Lower Roxbury site at the YMCA Central Branch on Huntington Avenue.

Qualifications

- Associate's degree in Education, Mathematics, English Literature, or closely related field preferred.
- Two years experience teaching GED preparatory course in an urban setting required.
- Knowledge and experience working with low-income, ethnically diverse communities required.
- Excellent computer, verbal and written communication skills required.
- Good moral character, mature judgment and a strong sense of responsibility and dedication.
- Highly positive and enthusiastic style capable of motivating others.

Please send or email your cover letter and resume to:

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