**Minnesota Literacy Council**

Seeking individual for part-time evening teaching position at Open Door Learning Center – Lake Street location in South Minneapolis, a program of the Minnesota Literacy Council. This position is 25 hours per week, with a core schedule of 4:00 – 9:00 p.m. Monday through Thursday and occasional Friday hours. Teaches adult learners from the U.S. and around the world and provides support to volunteers working with small groups of adult learners. In addition to teaching, prepares curriculum materials, and conducts student intakes & assessments.

Responsibilities of the **GED Teacher** include:

* Develop daily lesson plans and provide high-quality instruction in four GED subject areas and digital literacy to adult learners preparing to take the GED. Use and adapt GED curriculum and resources to best serve a range of learner levels and backgrounds.
* Utilize volunteer resources and provide the best possible learning experience for adult learners.
* Collaborate with evening coordinator for learner intake, registration and responses to learner inquires.
* Assess students' current aptitude levels and gains, administer GED practice tests and follow up with learners on GED readiness and next steps.
* Maintain student records in MABE and track volunteer hours.
* Provide lesson plans, instructional materials and guidance to volunteers working with small groups of adult learners.
* Attend staff meetings, participate in staff development projects including annual teacher peer observations and contribute to and participate in departmental work plan.

Qualifications for this position include:

* Bachelor’s Degree in Education or related field, Masters degree coursework preferred; minimum 1 year experience teaching GED. TEFL, ABE or ESL certification or licensure strongly preferred.
* Understanding of GED, ABE (adult basic education) and adult learning; thorough knowledge of effective teaching methods for adult learners. Previous experience with TABE or similar assessment tests preferred.
* Able to work independently in a collaborative, fast-paced, adaptive environment.
* Ability to relate effectively with people of other cultures and varying educational backgrounds and styles.
* Detail-oriented; skilled in gathering, organizing, and maintaining a wide variety of data.
* Able to effectively use computers and related technology.
* Excellent verbal, written, and interpersonal skills. Multilingual speaker preferred.

To apply, please submit a cover letter and resume to [hr@mnliteracy.org](mailto:hr@mnliteracy.org). *Please specify* ***GED Teacher*** *in subject line.* Deadline July 11, 2015.

*The Minnesota Literacy Council is an affirmative action /equal opportunity employer.*