

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Teacher – GED (Boys and Girls Club)

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**EXEMPT:** YES

**SALARY LEVEL:**

**LOCATION:** Boys & Girls Club of Marshall County

**REPORTS TO:** Program Coordinator

**PREPARED BY:**

**DATE:**

**APPROVED BY:**

**DATE:**

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**JOB GOALS:** Teaches one or more subjects, such as English, mathematics, or social studies to adult learners in the GED program.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

**Adult Basic Education/GED Preparation**

1. Instruct adult learners in subject matter, utilizing various teaching methods, such as lecture and demonstration, and uses audiovisual aids and other materials to supplement presentations. Prepares Adult Learning Plan (ALP) for each adult learner.
2. Is responsible for registering, orientation, assessment and progress reports.
3. Keep attendance records.
4. Participates in faculty and professional meetings, educational conferences, and professional development and teacher training workshops.
5. Performs related duties such as assisting adult learners in selecting a course of study, counseling in adjustment and academic problems, and preparing to take the GED exam.

**QUALIFICATION REQUIREMENTS:**

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

**EDUCATION and/or EXPERIENCE:**

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

**MATHEMATICAL SKILL:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane geometry and basic algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Pen, pencil, pointer, slate, stylus, projector, tape recorder, VCR, computer, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks.

**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.

The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:**

10:30 AM to 12:30 PM Tuesday through Friday, beginning September 26, 1999. Total of 60 hours.

**EVALUATION:**

There will be an evaluation of the employee's performance after the first 20 hours and at the end of the class.

*Revised 2/7/01*