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JOB POSTING

**JOB TITLE: GED Coordinator (Part-Time)
(Non-Exempt)**

Reports To: Director of Special Projects

Summary: Exponents is seeking a part-time General Educational Development (GED) Coordinator to be responsible for overseeing the GED preparation program.

Responsibilities include:

- Scheduling and administering the initial and subsequent Test of Adult Basic Education (TABE) assessments
- Leading classroom instruction in subjects, including math, reading, writing, science, and social studies
- Curriculum development and evaluation of students' progress, revising curriculum to meet student needs, and preparing reports to meet grant requirements
- Maintaining student records and tracking academic progress
- Advising students on academic and administrative matters
- Providing support to GED teachers
- Participating in training sessions, displaying a positive and engaging attitude with all students and staff
- Maintaining current records for all students, including GED applications, accurate attendance records, TABE assessments, CASAS testing, any court reports where applicable, etc.
- Assisting students with test-taking strategies and time management skills
- Providing support and counseling to students dealing with stress or other barriers impacting their education
- Reviewing and grading assessments, providing feedback to students to enhance learning
- Maintaining current with GED test changes, adjusting lesson plans accordingly

EXPONENTS

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Requirements

- Experience teaching and classroom management is required
- Ability to develop Individual Student Alternative Education Plans
- Effective written and verbal communication skills
- Strong administrative and organizational skills

Salary

\$27.47 per hour

Exponents is an equal opportunity employer. All applicants will be considered for employment, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.