



## NANTUCKET PUBLIC SCHOOLS

### *INTERNAL POSTING*

TO: All Staff  
FROM: Superintendent's Office  
RE: Nantucket Community School  
DATE: August 23, 2022

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**Nantucket Community School**  
ENGAGING, STRENGTHENING & CONNECTING OUR COMMUNITY

#### **POSITION: Bilingual (English/Spanish) GED Instructor**

**REPORTS TO:** GED Coordinator and Adult Education Coordinator

**TERMS OF EMPLOYMENT:** This is a part-time position. Applicant must be available to work a flexible with a schedule that includes evening hours from 6:00 -8:00 PM on Thursdays at 56 Centre Street

**JOB SUMMARY:** Responsible for teaching basic skills to students with varying academic levels while integrating GED skills, reading and math skills, social justice and community issues, and culture. Helps students meet necessary goals and qualify to get a GED. Prepares students to take the GED exam. At the beginning of the course, assesses each student's academic capabilities. These initial assessments help to customize their learning programs, lesson plans and teaching methods to suit each student's precise needs. Regular tests allow the instructor to evaluate student progress and modify lesson plans and learning goals based on what's working and what's not. Works under the direct supervision and leadership of the GED Coordinator

#### **QUALIFICATIONS:**

- Bachelor's level preferred
- Must be bilingual in Spanish and English
- Computer literate with remote learning tools and the ability to learn other computer programs
- Teaching experience preferred but not required. We will train on how you use the GED Online software to prepare students for the GED
- Ability to establish and maintain effective working relationships with others
- Ability to converse with students and members of the public in a pleasant and effective manner

#### **DUTIES AND RESPONSIBILITIES:**

- Assist the GED Coordinator with the design of the GED course
- Work directly with students to help them to prepare for and pass the GED exam.
- Prepare/set up prior to class time
- Maintain community member's confidentiality by limiting communication about any issues of concern to the pertinent NCS team member and NCS director.
- Maintain satisfactory attendance, as defined in district policy and regulations.
- Adhere to and remain familiar with protocols and program policies developed by the Nantucket Community School
- Maintain a professional and pleasant attitude, being tactful and courteous toward co-workers, students, parents and members of the public.
- Perform such other tasks as determined by the Director of the Nantucket Community School.

**EVALUATION:** Performance of this job will be evaluated annually by the Adult Education Coordinator.