GED/ADULT EDUCATION INSTRUCTOR
IT'S A TOUGH JOB!
GED/ADULT EDUCATION INSTRUCTOR
APPLICATION PROCESS

All potential employees of Shawnee Community College must:
Submit a SCC Employment Application
Submit Official Transcripts
Submit Resume with Letter of Application
(2) Letters of Reference

Follow this link to access SCC Application procedures
SCC Employment
GED/ADULT EDUCATION INSTRUCTOR
JOB DESCRIPTION

- Maintain class materials, student files, Attendance
- Meet classes according to class schedules
- Implement student retention activities
- Provide assessment, testing, enrollment and placement
- Attend 8 hours of Professional Development/NTO
- Collect and send in student work samples
- One-on-one new teacher orientation BEFORE instruction begins
- Paid mid-term and end of semester
As an Adult Education Instructor, you will find that you have a variety of roles. The adult student often faces a number of challenges in their lives. Therefore, in addition to being an instructor, you will sometimes be an advisor, a motivator, a learner, a mentor, a problem solver, and a referral manager.

However, Teaching adults is very rewarding.
GED/ADULT EDUCATION INSTRUCTORS

Are instrumental in creating a welcoming, safe learning environment.
Should encourage students in class to talk to each other and learn from one another.
Build positive relationships with the students and other peers—this is key to why students stay in class and achieve success.
Understand that the first 3 class sessions are critical in developing relationships.

There is no cost to students.
Do not let books go home.
GED/ADULT EDUCATION PROCEDURES

- Start and end times of class—most are 3 hour classes 2 nights per week
- Registration forms
- Attendance—online following each class through SCC email
- TABE test: Survey, Long form, Timing, Pre and Post-test
- Support Services—Travel for students depending in qualifications
- Work Samples—Sent to Adult Ed Coordinator each semester
- Letter of Separation—for students 16-17 years old
- 8 hours of Professional Development
- All forms can be found on SCC website
- Minimum number of students
- Teacher’s aid
GED/ADULT EDUCATION ASSESSMENT

Assessment has three main purposes:
1. To guide an instructor’s practices
2. To measure a student’s progress
3. To monitor program for accountability

Test taking may cause anxiety. Instructors should include a discussion of the purposes of assessment prior to testing.
The instructor should be sure to review assessment results with the student to insure proper goal setting.
GED/ADULT EDUCATION INSTRUCTION

- Multi-level
  - Adult Basic Education (ABE) Below 5.9
  - Pre-GED 6.0-8.9
  - GED 9.0-Above
- Common Core Standard
- Goal Setting
- The State/Federal Constitution test
- McGraw Hill, Contemporary, Steck-Vaughn, New Reader’s Press Materials-Most answers found in the back of the books
- Internet access at most sites
- Types of Instruction: Group, Individual, or a combination of both
GED/ADULT EDUCATION
HELPFUL WEBSITES

www.aaamath.com
www.chompchomp.com
www.gedpractice.com
www.mathnotes.com
www.mathgoodies.com
www.nytimes.com/learning
www.schoolnotes.com
FOR MORE INFORMATION CALL

James Darden
Dean of Adult Education and Alternative Education
618-634-3325 or 800-481-2242 ext 3325

Kyle Echols, Adult Education Coordinator
618-634-3222 or 800-481-2242 ext 3222

Ginger McBride, Alternative Education Coordinator
618-634-3419 or 800-481-2242 ext 3419

Stacy Simpson, Administrative Assistant
618-634-3266 or 800-481-2242 ext 3266