



Position Title: Adult Basic Education/GED Instructor

Work Location: Jersey City, NJ

The Jersey City Employment and Training Programs' mission is to connect people, businesses, and reputable hard skill training partners while advancing self-sufficiency. We accomplish our mission by being financially sound, performance driven, value-based, well-versed, and dedicated to organizational development and quality stakeholder relationships. We will have a skilled and diverse team of experts focused on coaching and developing our members to maintain a high quality of life sustainable over changing economic conditions.

Position Summary:

Responsible for teaching Adult Basic Education, Pre-GED, and GED courses for youth and adults. Plans and prepares relevant and practical class lessons and monitors student's performance to ensure positive educational gains. This position utilizes a holistic approach to address education and career goals and the services needed to reach those goals to ensure that participants gain the necessary skills and opportunities to enter a career pathway and achieve self-sufficiency.

Key Responsibilities:

- Plan, implement, and monitor instruction for individuals and groups.
- Accurately complete, maintain, and submit student and class records in a timely manner.
- Communicate effectively in writing and speaking in English.
- Work collaboratively with staff, students, and the public to create a positive classroom environment.
- Maintain relationships with a variety of post-secondary education programs for students seeking to explore higher education.
- Schedule TASC exams and facilitate ongoing TABE testing.
- Comply with all state and federal rules, regulations and laws including but not limited to, those governing student and personnel records.
- Develop a full understanding of employment and training guidelines, goals and objectives as directed by agency, WDA, State, and Federal entities to ensure program accountability.
- Work with participants to identify and resolve barriers to education and/or employment.
- Provide skills assessments utilizing counseling and other tools that help participants identify employment goals.
- Utilize assessment information to develop participant training plans for success.
- Develop and work with training providers, worksites, secondary schools, post-secondary institutes, and employers to establish appropriate educational and training opportunities for participants.
- Monitor participant activities and progress to support them through successful completion of training.
- Maintain accountability for achieving individual goals and outcomes.
- Participate as part of the employment and training team to support program and departmental goals and outcomes.
- Demonstrate professional workplace etiquette including conduct, attendance, and accountability during work hours.
- Perform outreach responsibilities according to program and agency needs.

Jersey City Employment & Training Program, Inc.

Requirements and Qualification:

- Bachelor's Degree required.
- NJ Teaching Certification Preferred
- 3+ years Adult Basic Ed teaching experience required.
- Familiarity with government grants and contracts including WIOA, SNAP, TANF, Youth and Reentry populations.
- Strong interpersonal skills.
- Ability to foster a culture that promotes teamwork, while establishing clear performance standards in accordance with program goals.
- Commitment to professionalism, professional development, mentorship, and collaboration.
- Excellent writing and communication skills and the ability, as a spokesperson, to articulate messages to diverse audiences.
- Organizational and multi-tasking skills; ability to prioritize assignments and meet goals and deadlines.

Salary:

Commensurate with experience

NON DISCRIMINATION AND AFFIRMATIVE ACTION

The Jersey City Employment and Training Program is an Equal Employment Opportunity Employer. We welcome people of all cultures, backgrounds, and experiences into our team. We encourage people of color, women, members of the LGBTQ community, as well as people with disabilities to apply!

The Jersey City Employment and Training Program is an equal opportunity employer and does not discriminate against current or prospective employees based on race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, sexual orientation, genetics, active military, or any other protected class in accordance with applicable federal and state laws.

Job Type: Part-time (25 hours per week)