

POSITION DESCRIPTION

POSITION:	Language Arts and Social Studies GED Teacher
REPORTS TO:	Director, Dahl Family Youth Education and Career Development Center
SALARY:	\$41,600 annual salary, plus benefits 100% paid for by SE Works includes: Health, Dental, Vision, Life Insurance, Short Term and Long Term Disability, EAP, 3% Match on the IRA and a generous leave policy
STATUS:	Regular, Exempt, Full-Time, Funding Contingent, Flexible schedule

POSITION SUMMARY

The Language Arts and Social Studies GED Teacher is responsible for providing GED instruction to youth ages 16-21 enrolled in SE Works' Dahl Family Youth Education and Career Development Center. The teacher will enhance and expand an existing GED program, incorporating new curricula and teaching techniques. The individual is also responsible for tracking student participation and progress. The Center serves a diverse customer-base including youth, adults, non-native English speakers, and people experiencing disabilities.

SPECIFIC AREAS OF RESPONSIBILITY

- Instruct students in GED preparation (specifically Language Arts and Social Studies); provide group and individualized instruction.
- Utilize multiple teaching techniques and learning strategies; techniques incorporate service learning and youth development activities
- Identify, develop, and organize theme-based curriculum
- Provide effective classroom management; help develop and encourage living and self-management skills
- Continually evaluate program effectiveness and implement quality improvements
- Work with Youth Center staff and students to bridge academic learning with employment or enrollment in education and training programs
- Assess and track student achievement/ progress
- Assist students in creating individualized learning plans; provide academic counseling as needed
- Maintain regular contact with parents, guardians and or case workers
- Maintain attendance records, complete regular progress and achievement reports
- Ensure program complies with all public school requirements, including conditions regarding student participation and tracking

QUALIFYING KNOWLEDGE, SKILLS AND EXPERIENCE

- Certified Oregon Teachers license
- B.A./B.S. degree in education, English, or related field
- Teaching experience

- Background and/or experience identifying and teaching students with learning disabilities
- Proven ability to teach Language Arts and Social Studies
- Prior experience with youth (aged 16-21)
- Ability to plan and implement instructional programs appropriate for a diverse population
- Experience in developing curriculum that address different learning styles and abilities
- Demonstrated ability to establish and maintain effective relationships people from diverse backgrounds; familiarity with class and cultural issues
- Excellent interpersonal communication, written and verbal communication skills; attention to detail and accuracy
- Experience working in non-profit and/or workforce development preferred
- Strong planning, time management, and organizational skills; skilled in problem solving and decision-making
- Familiarity with Portland Public Schools Alternative Education requirements a plus

APPLICATION INSTRUCTIONS

Completed application packets must include:

- ✓ A brief cover letter summarizing why you are qualified for the position
- ✓ A resume, no more than two pages in length

email your application packet to hr@seworks.org

SE Works, Inc.
7916 SE Foster Road
Portland, OR 97206

Position is open until filled.

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