

# SCHOOL DISTRICT OF BRADFORD COUNTY

## GED Instructor

**JOB DESCRIPTION**  
**Job Code 54001**

Approved  
5-13-19  
[Signature]

**SPECIFIC ASSIGNMENT:** 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. Instructor in responsible to help students meet necessary goals and qualify to take GED exams and ultimately to receive GED.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge child development and especially of characteristics of children in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of use of current technology. Knowledge of varied learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student achievement, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Current State of Florida Teaching Certificate.

### **PERFORMANCE RESPONSIBILITIES:**

- Instruct students on material needed in order to earn their GED
- Teach basic skills encompassing math, science, English, social studies, and literature
- Assess students' readiness to take exam
- Create lesson plans and modify accordingly throughout the year
- Maintain grade books
- Grade papers and assignments
- Read and stay abreast of current topics in education
- Create lesson plans
- Utilize various curriculum resources
- Integrate competencies, goals, and objectives into lesson plans

- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served
- Develop incentives to keep students in class
- Develop relationships with other agencies and programs
- Work with program coordinators to ensure initiatives are being met
- Tutor students on individual basis
- Establish and communicate clear objectives for all learning activities
- Prepare and distribute required reports
- Observe and evaluate students' performance
- Manage student behavior in the classroom by invoking approved disciplinary procedures

**DISTRICT EXPECTATIONS:** All employees are expected to demonstrate regular and predictable attendance; to support the District's vision and mission; to engage in civility, respect and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

**REPORTS TO:** North Florida Technical College, Director

**SUPERVISES:** N/A

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of the job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**NOTE:** School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social and family backgrounds, disability or age.

The district accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.