



Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

website: www.ivrop.org

Edwin P. Obergfell
Superintendent

ANNOUNCEMENT OF POSITION

October 7, 2020

TO: Candidates and Placement Agencies

VACANCY: **GED Instructor**
1 Full-time position

LOCATION OF JOB: Imperial County, CA

APPLY AT: Imperial Valley Regional Occupational Program
687 State Street, El Centro, CA 92243
Office (760) 482-2600 or at
www.edjoin.org

DEADLINE FOR FILING: October 30, 2020, 5:00 pm, or until filled

SALARY: \$32.57 to \$36.01 per hour
Depending on qualifications

IMMEDIATE SUPERVISOR: To be Determined

INTERESTED QUALIFIED APPLICANTS SUBMIT: 1) Completed Certificated Application Form
2) Resume of Education and Work Experience
3) Cover Letter

***NOTE: Only original applications will be accepted. No faxed copies or postmarks will be accepted.
Application must be submitted directly to IVROP Administrative Office or on edjoin.org.***

IVROP recommends a National Career Certificate for all applicants to this position.

The IVROP shall require that each new employee obtain a medical, pre-employment physical examination and testing for drugs from a licensed medical doctor or provider chosen by the IVROP at the IVROP's cost. The examination results remain confidential.

To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY

Imperial Valley Regional Occupational Program

JOB DESCRIPTION

Job Title: **Instructor - GED Instructor**

Position Scope:

A certificated position under the supervision of the assigned supervisor, the GED Instructor will provide an educational program for students.

Essential Duties:

1. Provide instruction for students in GED preparation utilizing a course of study which will lead them to achieve success in the GED Components: Reading, Writing, Math, Science, and Social Studies.
2. Provide direct and computerized instruction for students.
3. Prepare instructional materials, class curriculum and develop lesson plans.
4. Administer a variety of assessment instruments, including tests, to measure student progress.
5. Collaborate with other personnel to determine the educational needs of students; set up individual educational plans to instruct each student.
6. Prepare and maintain all records and reports related to attendance, grades, progress and activities; submit all documents on time.
7. Maintain confidentiality regarding participants, students, personnel, and all internal organization information.
8. Perform other related duties assigned by the Supervisor.

Education, Experience and Skills Required:

1. Valid Adult Basic Education or Elementary and Secondary Basic Skills Teaching credential; teaching credential authorizing diversified occupations instruction; or qualifications necessary to obtain credential as required by the California Commission on Teacher Credentialing.
2. Prior teaching experience desired.
3. Bilingual preferred (English/Spanish).
4. Ability to read, write and communicate effectively in English; ability to address an elected board.
5. Ability to drive a personal vehicle to conduct work; travel to other sites; meetings and workshops; travel in county and out of county.
6. Ability to type 30 wpm and do basic business arithmetic.
7. Practical application of MS Word, MS Excel, MS Outlook and MS PowerPoint for Windows is required.
8. Ability to use standard office machines such as a personal computer, calculator, copier, fax machine, telephone, etc.
9. Valid California Driver's License and evidence of minimum liability insurance.

Physical Requirements: Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking, reaching, repeated bending, lifting and carrying up to 20 lbs. Ability to travel within and outside the county as needed.

Environmental Requirements: Must be able to work indoors in a predominately sedentary position. Wide range of physical motion required to include bending, twisting, standing, walking, carrying boxes and supplies, sitting for long periods of time, answering the telephone, using hands to type and enter data and perform a wide-range of office and clerical duties.

Scheduling and Availability: Hours of work and schedule are determined based upon program needs. Hours per week will vary and may require a flexible schedule that includes working evenings or weekends.