

GED Instructor

Flying HIGH Inc - Youngstown, OH 44503

Job Title: GED Instructor

Job Type: Part-Time (Contractual)

Job Summary: The High School Equivalency (GED) instructor will provide the following services for students enrolled in Flying HIGH Inc.'s Professional Development Center GED preparation program. Instructional services include various types of basic and advanced practical hands-on lab instruction and classroom instruction in Social Studies, Science, Language Arts, General Math and Algebra. Services may also include testing incoming students to determine level of knowledge, assisting students with scheduling their test dates, keeping attendance reports, participation in program development, and collecting any requested data and submitting any requested reports as related to the GED program.

Essential Functions:

- Prepare materials for in-person learning sessions
- Become familiar with the online, self-paced GED study tool available to students
- Create an environment conducive to learning and student-instructor interaction
- Monitor student attendance
- Assist in maintaining appropriate student and course documentation including quiz and test scores
- Assist participants with study preparations for the final exam
- Assist with new student orientation

Required Qualifications:

- Punctuality
- Previous teaching or training experience
- Associates or Bachelor's degree
- Ability to adjust lessons and communication of material to address a variety of learning styles

Preferred Qualifications

- Strong communication, presentation, and organizational skills
- Ability to work effectively with a diverse student population

About Flying HIGH Inc.

Established in 1994, Flying HIGH Inc. is a 501(C)(3) non-profit organization that provides opportunities for people to develop their potential, discover their destiny, and make their lives better. Services offered include the Professional Development Center vocational school, job readiness and placement assistance, GED tutoring, Working Toward the Future Program, GROW Urban Farm, nutritionally assisted alcohol and drug treatment, peer support and case management services, and the Eagle's Nest Recovery House. Flying HIGH Inc. (www.flyinghighinc.org) is located in Youngstown, Ohio and serves residents across the Mahoning Valley.

At Flying HIGH Inc. you will find challenging projects and energetic people with the desire to make a difference. We are looking for a well-rounded individual who is smart, self-motivated, and thrives on working independently and making vital contributions to the team effort. You must be the sort of person that understands the details and, at the same time, sees the big picture.