



High School Equivalency Instructor (Part-time) Job Announcement

Mission Statement: To Engage, Educate, and Empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life.
Vision Statement: Where continued education improves lives and builds better communities.
Summary: The High School Equivalency (HSE) Instructor involves conducting HSE/adult educational assessment testing and instruction, maintaining on-going adult learner contact, maintaining adult-learner retention activities; and participation in staff and professional development activities.
Position Type: Part-time
Reports to: Instruction & Professional Development Manager
Supervises: Instructional aide(s) or tutors as applicable.
Works With: Program and Testing Lead, Office and Data Lead, Career Navigator/Coach, other instructors, interns, and volunteers.

Primary Responsibilities

High School Equivalency include:

- Provide the expertise and knowledge that support the Adult Education and Literacy curriculum and programs. Establish courses following accepted Texas Adult Education and Literacy Content standards, teach students using a variety of effective methodologies and provide engagement and support activities that encourage student learning. The role of the instructor encompasses teaching distance learning, academic advising, professional development, and institutional and community service.
- Provide quality instruction to adult learners, integrating meaningful classroom activities and valuable experience that facilitate student learning goals and workforce training and employment skills.
- **As an HSE/ABE/ASE INSTRUCTOR with the Adult Education Center you will be responsible for providing ESSENTIAL DUTIES AND RESPONSIBILITIES that include the following. Other duties may be assigned.**
- Provide ABE activities and instruction across a continuum, from pre- and basic literacy through elementary levels, culminating with competencies equivalent to the eight-grade level. Instruction includes reading, mathematics, communication skills, social studies, physical sciences and health, Digital Literacy and career and college readiness competencies.
- Provide ASE activities and instruction comparable to the competencies developed in secondary high school and college development education.
- Provide instruction to help students earn the TxCHSE by successfully passing one of three tests (TASC, HiSET, GED) issued by TEA.
- Provide instruction that will teach students the skills in obtaining postsecondary and training credentials that are of value to local businesses.



- Provide instruction for students to learn career and college planning including establishing short-term and long-term goals. Additional instruction on employment and training awareness, career and college readiness, and transition skills.
- Provide AEL instruction and activities for students concurrently and contextually with Workforce Preparation Activities and Workforce Training for specific occupations identified as existing and emerging in-demand or targeted occupations or occupational clusters.
- Provide Distance Learning activities in which participants and instructors are separated by geography, time, or both for most of the instructional period.

Teaching

- Demonstrate skill and/or knowledge in teaching discipline
- Make continuous efforts to improve the quality of instruction by reviewing and utilizing innovative methodologies, techniques, and delivery methods
- Use the AEL standard syllabus for each course type and departmental guidelines
- Plan, develop, and use a variety of teaching methods and materials that assist students in meeting course objectives, and which are appropriate for students with differing educational and experiential backgrounds and learning styles
- Evaluate students to measure their progress toward achievement of stated course objectives and inform them of their progress in the course in a timely manner
- Keep accurate records and submit related reports and forms within requested timelines
- Teach courses at a variety of times and possibly virtually in response to institutional needs
- Use equipment and facilities responsibly and courteously; and demonstrate competence and interest in the use of technology in the classroom and willingness to explore new instructional methodologies

Academic Advising

- Maintain professional relationships with students, colleagues, and the community
- Provide access to students through posted office hours, electronic communication, and other appropriate methods.
- Provide advice and assistance to adult learners regarding instructional or program-specific issues
- Work with Instruction & Professional Development Manager to take on appropriate academic advising activities as needed by the AEL Program



Professional Development

- Establish annual objectives for professional growth in consultation with the Instruction & Professional Development Manager
- Keep pace with content standards
- Learn and apply technologies that support adult learners learning process
- Willingness to complete 15 or more professional development hours, which must include principles of adult learning and at least another six hours, must be in relevant areas of literacy instruction. Additional six hours of professional development must be in content areas, but the content must be related and relevant to the purpose of the AEL program.
- Willingness to complete required trainings in addition to the 15 PD hours (i.e. FERPA)

Qualifications

- Bachelor's Degree
- One to three years of experience in teaching High School Equivalency or other educational programs.
- Computer Proficient in Microsoft Office Products (particularly Word, Excel, PowerPoint, and Outlook) and ZOOM

Competencies

- Personal and interpersonal communication skills;
- Organizational skills;
- Ability to keep concise records;
- Compassionate and Nurturing;
- Ability to incorporate technology in instruction;
- Ability to facilitate group discussion, analyze situations, and draw conclusions;
- Problem-solving skills;
- Adaptability to Change;
- Ability to establish and maintain constructive relationships.

Working Environment

- This position operates in a professional office environment. This role currently uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.



Travel

- This position requires travel to sites, meetings, trainings, in-services, and conferences.

How to Apply

To apply for this position, email a cover letter and resume to jobs@adulthoodeducationcentertexas.org.

Equal Opportunity & Diversity Statement

At the Adult Education Center, we embrace and celebrate diversity. Diversity and inclusion allow the Adult Education Center to thrive when we get it right. The Adult Education Center is an equal opportunity employer. We provide equal employment opportunities to all persons without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), age, physical, mental or sensory disability, marital, civil union or domestic partnership status, past or present military service, family medical history, family or parental status, political affiliation or belief. At the Adult Education Center, we have zero tolerance for any form of discrimination or harassment of our employees. Our dedication to ensuring a safe and healthy workplace free of discrimination and harassment is a priority and woven into the Adult Education Center's organizational fabric and policies.

If you are interested in learning more about the Equal Opportunity & Diversity activities and process, contact:

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Reasonable Accommodation & Modifications Notice

Federal law requires employers to provide reasonable accommodation to qualified applicants with disabilities. Let us know if an accommodation to apply for a job or to perform your job is required by contacting Human Resources. Reasonable accommodation includes modifications to the application process or employment procedures, providing documents in an alternate format, requiring a sign language interpreter or using specialized equipment. If you need an accommodation due to a disability to apply for a position at the Adult Education Center, call us at 281.485.1000 or send us an email at reasonableaccommodations@adulthoodeducationcentertexas.org.