



When you join the team at the Carlos Rosario International Public Charter School, you become part of a unique, performance-driven organization that's been ranked one of the top places to work in DC by the Washington Post in 2015 and 2016. We are a dynamic nonprofit organization that offers exciting opportunities at all levels. The Carlos Rosario School is looking for diverse, multilingual professionals for a variety of rewarding positions

Position Title: GED Instructor for English Language Learners

Department: Academic

Schedule:

Monday to Friday, 8:30am – 11:30am

Monday to Thursday, 6:00pm-9:00pm

Summary: The GED Instructor supports the school's mission by preparing our adult immigrant students to become productive and civically engaged residents of the Washington, DC. The Instructor accomplishes this by providing excellent instruction that supports students' diverse educational backgrounds, learning styles, and language abilities. The incumbent organizes GED preparation and instruction; conducts basic literacy assessment and evaluation to integrate GED skills in the four content areas covered in the GED tests: language arts, math, social studies and science. The responsibilities of the position includes creating materials specific to the assigned level, selecting class textbooks, designing a class syllabus, and writing daily lesson plans to directly address all student needs. The instructor is expected to engage with multiple forms of data, both formal and informal, to help students advance academically. Additionally, the role of the GED Instructor requires the management of key data points. Student tracking forms, daily attendance, student scores, and timecards are examples of the administrative responsibilities that extend beyond the time spent teaching in the classroom.

Essential Functions:

- Provide classroom instruction and group participation activities to teach basic math, reading, writing skills, vocabulary, and grammar native and nonnative speakers of English adult learners.
- Assist students in gaining critical thinking skills, problem solving techniques, and proficiency in numeracy and literacy.
- Use of interactive teaching methods including strategies training and differentiated, multisensory activities for whole class, groups, peer-to-peer, and individuals.
- Familiar with technology including Spark300, interactive boards, Google Drive, and other web-based applications to deliver curriculum.
- Administer formal and informal assessments, pre/post-tests, and perform other administrative duties

- Analyze aggregate and individual student performance data for TABE in order to customize curriculum to students' needs
- Develop mastery of TABE and GED Official exam materials and subject matter through research, data analysis, and professional development trainings.
- Knowledge of DC GED Office testing and registration process and requirements.
- Work with team members to evaluate students' academic progress, and perform any other duties and tasks such as coordinating field trips, graduation ceremonies and other activities.
- Play an active role in helping students persist toward their goals by closely monitoring students' attendance and performance, addressing issues appropriately, and following proper procedures in tutoring, homework, etc.
- Design a course syllabus select class textbooks, prepares lesson materials and instructional aids

Secondary Functions and Responsibilities:

- Work with classroom Paraeducator if applicable
- Work with tutors if needed for student success
- Keep daily attendance records current in the Student Information System
- Attend faculty meetings and professional development

Required Education and Experience:

- Must have at least two of the following: Teaching Certification; Masters' degree in Adult Education, Linguistics, TESOL language studies or related field
- Two to three years of experience teaching adult education to ESL students
- Candidates should be knowledgeable about pedagogy, and utilize teaching strategies to support ELLs. Skills for teaching reading to ELL students are especially important.
- Must have the ability or strong skills to teach reading to students

Please apply directly on our career page <https://www.carlosrosario.org/get-involved/employment/> Our application process takes less than 10 minutes.