

Position Title: Adult Educator for Science

Position Title: Science Teacher for High School Equivalency (HSE) Classes
Reports to: Director of Literacy and High School Programs
Status: Ancillary staff
Location: Bensalem, Bristol, Fairless Hills, Warminster

Schedule: Flexible schedule:
The HSE Science Teacher may commit to teaching at one or more sites in a term. HSE Science Teacher will teach one class per week at each selected site. The teaching schedule could range from 3 to 12 hours per week, depending on the number of sites accepted by the instructor.

Possible site locations and session times:

Bristol: Tues or Thus- 11:30am to 2:30pm

Bensalem or Fairless Hills: Tues or Thurs- 6pm to 9pm

Warminster: Mon or Wed- 6pm to 9pm

Job Details

Summary of job:

The HSE Science Teacher is responsible for the instruction and assessment of adult learners seeking the Pennsylvania Secondary School Equivalency Diploma. Students may get their diplomas by passing either the GED or HiSET battery of tests. For specific Science content information, see either of the following:

- *GED Assessment Guide for Educators:* https://ged.com/wp-content/uploads/assessment_guide_for_educators_all_subjects.pdf
- *HiSET Test Content* (<http://hiset.ets.org/states-policy/about/content>).

Class Calendar:

Classes run from July to June. There are approximately 42 weeks of instruction from summer to spring, divided into terms of 12 to 14 weeks. During fall, winter and spring terms, Science instruction is offered once a week at a given site. Science may also be offered twice a week over the summer months, July through August. Scheduling of Science instruction is dependent on student enrollment and programming needs.

The instructional goal is to familiarize students with important Science concepts, providing the necessary background knowledge for students to succeed on the GED or HiSET Science Test. In addition, within each instructional session, essential reading comprehension and test taking strategies should be taught.

Salary:

This employment classification is designated as ancillary employee, being paid for hours worked. It includes paid time for teacher orientation, student registration, instruction, case management, coordination, meetings, and professional development. Compensation is \$26 to \$28 per hour.

Responsibilities:

- Primary job responsibilities include: lesson planning, incorporating College and Career Readiness Standards, providing direct instruction and coaching, assessing student

progress using approved formal and informal tools, monitoring attendance and providing educational case management.

- Participating in student orientation and registration each semester
- Preparing students to take computer and paper based HSE Science exams
- Monitoring students' progress toward completion of goals
- Disseminating information about community resources (provided by Vita) to help students overcome barriers to learning and program completion
- Documenting student contacts in case notes
- Attending staff meetings and participating in approved professional development activities
- Maintaining open communication with staff
- Complying with Vita's policies and procedures, as specified in the Vita Employment Policy Manual
- Execution of other responsibilities as assigned

Qualifications

- Bachelor's Degree in education
- Experience teaching in the subject areas, preferably with adults
- Knowledge of subject area taught (Science)
- Competence in Microsoft Office and navigating the Internet
- Strong interpersonal and organizational skills
- Ability to meet time-sensitive deadlines
- Maturity and sensitivity in working with diverse populations
- Ability to move instructional materials to and from the classroom
- PA child abuse, criminal, and FBI clearances. All clearances must be within one year of hire date

Application Process

Send the following information to kwhite@vitaeducation.org. Qualified candidates will be interviewed after application materials are reviewed.

- Cover letter
- Resume
- Two references
- Sample lesson plan:
 - Design a lesson plan that can be used for an adult High School Equivalency (HSE) Science class on a topic of your choice.

or

- If you are an experienced teacher, you may submit an existing lesson plan appropriate for an adult HSE Science class.