

Position Title: Remote/Hyflex Adult Education Teacher

Position Title:	ABE Teacher
Reports to:	Director of Literacy and High School Programs
Status:	Ancillary (6 hours/week)
Location:	Croydon-Bristol Area
Schedule:	2 to 3 hour teaching sessions per week, twice a week. Teaching positions available year round, from July 1 st through June 30 th , depending on student enrollment.

Job Details

Summary of position:

Ancillary ABE teacher provides instruction to adult students remotely and/or in a hyflex classroom (students may attend in-person or remotely). The focus of instruction is to help students develop skills in writing, reading comprehension and/or math in order to pass High School Equivalency tests (GED). Students who are eligible for the ABE program must be over 18 years of age, residents of Pennsylvania and should have a goal of obtaining or advancing employment and/or entering post-secondary training, once they have completed the GED credential.

Current position openings:

- Evening HSE Prep Teacher: Teaches reading strategies for testing success and provides review of crucial concepts for Social Studies, Science and Language Arts GED tests. Schedule is Tuesday and Thursday, 6 to 9pm.
- Evening HSE Math Teacher (8th to 12 grade level math): Teaches test taking strategies and general review of math content necessary to pass the GED test. Schedule is Mondays and Wednesdays, 6 to 9pm.

Salary:

Ancillary staff are paid for hours worked, which includes time for teacher orientation, instruction, preparation, meetings, and professional development. Current hourly rate is \$29 per hour.

Responsibilities:

- Primary job responsibilities include lesson planning and documentation.
- Instruction and coaching, using formative and summative assessment to direct instruction.
- Monitoring and documenting student attendance.
- Maintaining communication with supervisor.
- Encouraging student use of supplemental distance learning programs to reinforce instruction.
- Making referrals to Vita support staff for students facing barriers to learning and program completion.
- Attending Professional Learning Communities (PLC) meetings and participating in approved professional development activities (usually 10-15 hours/year).
- Complying with Vita's policies and procedures, as specified in the Vita Employment Policy Manual and by grant requirements.

Qualifications

- Bachelor's Degree in education
- Experience teaching in adults preferred
- Familiarity with remote teaching platforms (Zoom, Google Meets etc.)
- Ability to use or learning digital teaching tools

- Maturity and sensitivity in working with diverse populations
- Strong interpersonal and organizational skills
- Ability to meet time-sensitive deadlines
- PA child abuse, criminal, and FBI clearances. All clearances must be within one year of hire date