



Union Settlement Association, Inc.
Adult Education Program
Part-Time GED Instructor

Position Summary:

The Adult Education Program is seeking a **part-time GED instructor** with knowledge of the Martial Arts and/or Meditation to teach a GED class Monday through Thursday from 9:00am-1:00pm. The GED Instructor will collaborate with a Martial Arts Instructor and a Meditation teacher to design an intensive GED program. Students will learn the academics needed to pass the GED exam, but will also strengthen their body and mind through Martial Arts and Meditation. This GED class will be a ten-week project. The class will begin April 13, 2009. The class will be a group of 10-12 students. All the students will take the GED exam in June 2009.

Responsibilities include:

- Teach all subject areas of the GED exam
- Collaborate with Martial Arts Instructor and Meditation Teacher to create curriculum that connects the academic piece with Martial Arts and Meditation.
- Take Daily Attendance
- Complete In-take forms and create a file for each student
- Administer Pre-Test and Post-Test TABE for all the students in the class
- Attend Weekly Staff Meetings to plan and design classes based on the learning needs of the students
- Maintain communication with Adult Education Program Director about class activities and progress
- Hand in student attendance, in-take forms, and testing information to Office Manager to input data in the student database

Qualifications:

- B.A. in related field and two years experience teaching GED preparation
- Knowledge of Martial Arts or Meditation
- Experience working with urban adults

Interested candidates should send a cover letter and resume to Melissa Nieves via e-mail at mnieves@unionsett.org.

**Part-Time Position/ 16 hours teaching/2 hours preparation per week
Hourly Rate: \$28**

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER