

KAWERAK POSITION DESCRIPTION

DIVISION:	Education, Employment & Supportive Services
JOB TITLE:	ABE/GED Program Specialist/Instructor
POSITION STATUS:	Regular, Full Time
PAY SCALE GRADE:	12-13-14
EXEMPT STATUS:	Non-Exempt
REPORTS TO:	Community Education Program Director

The ABE/GED Program Specialist/Instructor plans, prepares, and delivers Adult Basic Education (ABE), General Educational Development (GED) instruction and tutoring to adults residing in the Bering Strait region. Develops and prepares ABE and GED materials for students independent educational plans and the classroom using GED courses of study.

SUMMARY OF JOB RESPONSIBILITIES:

1. Assist the EESS Division with the administration of Education, Employment and Supportive Services to residents of the Bering Strait Region, ensuring that the goals and objectives of the division are achieved.
2. Responsible for adult basic education, general educational development instruction and tutoring of adults throughout the Bering Strait Region who are seeking educational skills assistance in reading, writing, and math remediation.
3. Advertise, recruit, enroll, assess, and orient students for services.
4. Assess students educational needs using the Test Adult Basic Education (TABE).
5. Record student demographics, functional educational level, attendance hours, testing results, and student progress for documenting applicable case notes in students paper files and for data base entry/update in the state ABE data base and Kawerak's EESS TAZ data base..
6. Maintains a master file on each student that includes, but not necessarily limited to state and federal mandated documents and materials necessary for case management.
7. Conduct classroom activities necessary for assisting students in preparations for the official GED Tests.
8. Develop strategies to motivate and encourage student attendance and achievement of educational goals.
9. Plans and coordinates the delivery of GED Ready Intensive Study Course (ISC) to selected remote village communities based on student needs.
10. Travel up to a week at a time to remote village communities in the region to deliver the GED Ready Intensive Study Course (ISC) a minimum of 12 trips per fiscal year.
11. Become familiar with Kawerak Accounting policies and responsibilities regarding individual expense management using Concur software.
12. Assist in preparation of the annual graduation ceremony.
13. Participate in ongoing professional development classes.
14. Other duties as assigned by the Program Director.

QUALIFICATIONS:

1. Bachelor's Degree in Education or a related education field.
2. Responsible work experience may substitute for the degree requirement on a year-by-year basis.
3. Experience working with economically disadvantaged and ethnically diverse adult student groups, and knowledge of the regional Native culture.
4. Must possess strong instructor and tutoring skills in math, reading, writing and verbal communication skills.
5. Computer and keyboarding skills required with knowledge of Intranet, Microsoft Word, Excel, Windows, and Power Point.
6. Ability to maintain strict confidentiality.
7. Must be dependable, self-motivated and able to work under minimum supervision.
8. Willingness to travel in the performance of assigned duties.

EEO

Approved: (10-30-17)