

MARIE'S ALLIED HEALTH & TECHNOLOGY INSTITUTE

863 HAMILTON STREET, SOMERSET, N J 08873

GED INSTRUCTOR NEEDED:

We are seeking an innovative and qualified GED instructor to join our team of educational excellent at our leading vocational institute.

Job duties: Provides GED instruction to students teaching from approved curriculum. Assists with GED test And GED classes scheduling. Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate. Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations. Works as a member of the Career Development Team. Provides GED programming to include developing linkages with the GED testing provider. Assists with GED Testing schedule. Works as a member of the career Development Team in developing the employability of students. Ensures that the GED areas and systems are in compliance with the department of Labor (DOL) directives and guidelines, program manuals, Standard Operating Procedures are related documents. Assists with Career Development Plans and Individual Student Placement plans. Ensures that program areas of responsibility and systems meet or exceed state standards. Maintains classroom discipline and student accountability. Controls the use of classroom equipment and supplies. Monitors student progress and posts pertinent information to Student Profile Folders.

Requirements: Bachelors degree in Education or related academic subject area and valid instate teaching certificate required. May be waived by Department of Labor temporarily in conjunction with approved development plan to acquire certification.

The successful applicant should be motivated individual with a keen interest in encouraging and inspiring students to love learning and excel in the program.

Salary is competitive, and negotiable.

Contact: Please submit your resume and cover letter by e-mail:

vicfak@mariesalliedhealth.com. For more information, call the institute at 732-565-0898 or visit us on the website: www.mariesalliedhealth.com, fax resume to: 732-565-0871