

Title: Adult Education Teacher (ABE) for Correctional Setting

Department: Instructional

Classification: Certified

Status: Part Time (Approximately 149 days)

Hours: 6 hours a day, Monday afternoon/evening and Wednesday and Friday days

Reports to: Adult Education Director

Position Summary:

Adult Basic Education teacher to provide instruction to eligible participants at the Porter County Jail to prepare for Indiana's High School Equivalency Test.

Minimum Qualifications:

1. Bachelor's Degree and Teaching license, *preferred*
2. Bachelor's Degree (in education or related field) and two+ years teaching experience, *considered*

Principle Responsibilities and Duties:

1. Plan and deliver in-person and possibly remote instruction to prepare students for Indiana's High School Equivalency test;
2. Monitor, assess and document student performance and progress;
3. Conduct timely post-testing on students to measure progress;
4. Provide students with appropriate feedback and encouragement;
5. Maintain accurate and complete records of student information, testing, attendance and gains
7. Conduct weekly follow-up with students and their goals;
8. Supervise volunteer tutors;
9. Attend and participate in assigned professional development and scheduled staff meetings;
10. Coordinate services with other programs at the facility.

Skills, Knowledge and Abilities:

1. Excellent work ethic, including dependability, professionalism, accountability, collaboration, following directions, problem solving and initiative;
2. Strong pedagogy and solid academic knowledge;
3. Effective organizational and communication skills;
4. Knowledge of and adherence to NEO and Adult Education policies and procedures;
5. Enforcement of high expectations of student behavior and performance;
6. Effective interpersonal skills necessary to effectively work with persons at all levels, maintaining productive relationships both inside and outside the organization;
7. Demonstrated respect, appreciation and sensitivity to cultural diversity.

Special Requirements: (includes equipment, hours, physical demands)

Work Environment: This position is for a teaching position in the Porter County Jail. The classroom is well lit and equipped and security is provided. Environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Exposure to heated/air conditioned and ventilated facilities. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. Function in a workplace that is usually moderately quiet but that can be noisy at time.

Equipment: This position is required to maintain a working knowledge of all office equipment including personal computers and printers, audio-visual equipment, telephone systems, copiers, fax machines and other office equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Must be able to sit, stand, walk, lift, carry, push/pull, climb, bend, stoop, speak and hear, and work extended hours and days. Must be able to perform fine motor skills. Must be able to lift and/or move up to 25 pounds. Reasonable accommodation may be

made to enable individuals with disabilities to perform all the essential responsibilities and functions of the job.