SINTE GLESKA UNIVERSITY

POSITION DESCRIPTION

POSITION: Part Time Mission GED Tutor
DEPARTMENT: Adult Basic Education/GED

SUPERVISOR: Director of Adult Basic Education
CONTRACT: PT/20 hours/week

DUTIES AND RESPONSIBILITIES:

The Part Time Community GED Tutor will be directly responsible under the supervision of the Director of Adult Basic Education, or his/her designee, for the following Adult Basic Education/GED components:

- Establish a tutoring schedule in coordination with the Director of Adult Basic Education to meet the needs of adult learners during evenings and weekends at the Mission ABE office;
- Recruit inactive and new Adult Basic Education/GED clientele;
- Verify student eligibility and conduct new student orientation/intake;
- Provide tutoring services for adult learners in the four GED test subject areas;
- Use computer-based registration/administration process for TABE and GED practice tests;
- Maintain student files in accordance with department requirements;
- Communicate with Director/GED Examiner(s) regarding student GED testing goals;
- Maintain strict confidentiality regarding all Adult Basic Education and GED student records and correspondence.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be a self-starter and be able to work under own initiative with administrative direction;
- Develop rapport easily with people and work effectively as part of a team;
- Utilize class curricula and instructional techniques to support the needs of adult learners;
- Be on time and remain at work place during scheduled times;
- Show flexibility and adaptability in the performance of duties in order to respond to changing needs, situations, and personalities;
• Must have reliable transportation and a valid driver’s license.

QUALIFICATIONS:
A high school diploma/GED certificate (AA preferred) with college coursework in appropriate areas is required.