

MCN Employment & Training Administration
ABE/GED Instructor-Adjunct Faculty Description (Contractual)

Summary: Responsible for providing reading, writing, social studies, math, science and computer instruction to students 16 and older, not enrolled in school. Shall design and provide an Adult Basic Education program intended to prepare students to take their General Equivalency Diploma (GED) and High School Equivalency Test (HiSet). Duties include planning lessons, monitoring and assessing student progress on an ongoing basis, participating in the intake process as requested, creating individual learning plans with students, collecting, recording and reporting all necessary information related to students in a timely manner. Maintain confidentiality of all privileged information.

Requirements:

- A valid up to date Oklahoma Teachers Certificate
- Reliable transportation
- Must be able to successfully pass a drug/alcohol screen and background investigation
- Valid Driver's License

Job Function:

- Teaches Adult Basic Education, and/or a combination of GED Prep or HiSet Prep to students in a creative learning environment
- Creates and develops curriculum, lesson plans, teaching materials and individual learning plans to aid students in developing skills and confidence in basic academic areas
- Integrates computer-aided instruction into lessons as appropriate
- Monitors and assesses students' progress on a regular basis
- Collects, records and reports all necessary information related to students in a timely manner
- Maintains knowledge of a combination of GED and HiSet updates and testing site details (cost, dates and locations)
- Communicates effectively with ETA Staff to identify and respond to the needs of the student
- Assist students in higher education exploration, planning, enrollment and funding options
- Works closely with ETA staff on coordinating the GED Graduation
- Participates in ETA staff meetings or functions occasionally

Knowledge/Skills Experience:

- Good computer skills
- Demonstrated ability to work independently
- Strong communication skills
- Energy and enthusiasm

Special Consideration: Preference given to qualified Native American Indians with experience working with adults and youth in a cultural setting. The Muscogee (Creek) Nation is an equal opportunity employer with Indian preference* and veteran preference*

Interested individuals shall email resumes to eta@mcn-nsn.gov. This is a contractual position, paid on a monthly basis. If selected for an interview, please provide a valid up to date Oklahoma Teachers Certificate.

*Documentation Required