



Turtle Mountain Community College

10145 BIA Road 7
P.O. Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

ABE/GED Instructor / Assistant Coordinator

Position Title: ABE/GED Instructor / Assistant Coordinator
Contract Term: Annual contract based on funding
Accountable To: Adult Education Director
Salary: \$43,280 - \$46,989

JOB CHARACTERISTICS:

Nature of Work: This position is a teaching position and administrative office position. It will require duties pertaining to department goals, objectives and activities assigned by supervisor.

Personal Contacts: Daily contact with students, staff, administration, and the public in person, as well as other means of personal contact (i.e., phone, email, social media, etc.)

Supervision Received: Supervision is received from the Adult Education Director.

Essential Functions: This position will require the ability to perform administrative duties as assigned by supervisor, assist in meeting program proposal plan; enroll, assess and teach/tutor students in various classroom settings (one-on-one, group, and/or distance learning).

RESPONSIBILITIES:

- Assist in the enrollment process of students in ABE/GED program.
- Assist in the educational assessment and evaluation (TABE, GEDReady, etc.) of students in ABE/GED program.
- Assist in the development of an educational plan for each student in the ABE/GED program.
- Assist/provide instruction in all academic areas required for the GED test; as well as other areas required according to proposal plan.
- Assist in maintaining records of ABE/GED student progress and attendance.
- Assist in maintaining student data system (LACES)
- Attend training, workshops, webinars and/or courses relevant to teaching practices and methodologies used with adult learners.
- Ability to work flexible hours when necessary.
- Other duties as assigned.

JOB REQUIREMENTS:

Knowledge:

- Knowledge and experience working with students of various ages (16+) and academic grade levels.



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- Knowledge and experience in various teaching methodologies / techniques including multi-media to develop and deliver instruction in classroom, lab and/or distance learning settings.
- Knowledge and ability to work with students with academic disabilities.

Skills:

- Requires a broad range of teaching skills to adapt to the needs of students assessed at various academic levels.
- Requires computer skills, organizational skills, office skills and communication skills (oral and written).
- Requires strong collaboration and teamwork skills.

Abilities:

- Ability to establish rapport with students and referral agencies.
- Ability to compile and maintain confidential records.
- Ability to work and interact with students, staff, administration and the public.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree in Elementary or Secondary education.
- Classroom teaching experience.
- Computer skills.