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<th>Position</th>
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<td>Adult Basic Education Instructor</td>
<td>Grace Community Education Inc., Prison</td>
<td>Site Program Director</td>
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**Scope of Responsibilities:** It is essential that GED classroom is led, controlled, and taught and that we meet targets for GED completers annually.

**Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

**Classroom teaching:** Teach high school equivalency and literacy classes as assigned in the correctional facility. Maintain records on student attendance, grades. Keep related information. Develop materials as necessary for effective teaching. Evaluate the teaching and outcomes to discover areas of improvement. Utilize adult learning techniques to assure an excellent classroom environment. Participate in training including meetings required on campus. Teaching load is determined by the site coordinator and education director. Participate in RISE evaluation as adapted by the DOC. Assure that students have the educational materials they need. Participate in student T.A.B.E. and high school equivalency testing. Work to assure that assistive tech is used in learning. Make each classroom/s presentable, inviting, and conducive to learning. Participate in trainings led by the DOC and GCE and attend professional development opportunities. Attend staff meetings, and update staff on adult education program. Other duties as assigned.

**Leadership:** Must have a mindset of mentoring students. Should be able to teach in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment. Must be able to work effectively in a team environment centered on collaboration and consensus building. Capacity to multitask and to prioritize goals and objectives.

**Qualifications:**

**Minimum:** Valid Indiana State Teacher’s License in elementary or secondary education. Education: Bachelor’s Degree in Education with student teaching. Strong skills in core subjects, especially reading and math. Ability to work well independently with little or no supervision, strong leadership and facilitation skills required. Interpersonal skills: Able to understand and communicate with prison students. Interpersonal skills: Able to work on the team in Grace Prison Education. Must be able to function in a non-traditional office environment and prison structure. Must be able to travel to the job, to training events, and to the Grace campus.

**Preferred:** Education: Literacy. Three years DOC experience. Bilingual English – Spanish skills desired. Experience in Adult Basic Education.

**Locations:** Indiana State Prison – Michigan City, Indiana

**Status:** Full-time/Exempt

A completed Grace Community Education employment application must be submitted in order to be considered for employment. Applications can be downloaded at [www.grace.edu](http://www.grace.edu).

**Posted:** 7-15-15