



Job Title:	FT GED Instructor & Corrections Program Coordinator	Job Category:	Programs - Corrections
Department/Group:	Education/Training	Job Code/ Req#:	300
Location:	Denver County Jail & Downtown Denver Correction Center (DDC)	Travel Required:	None
Level/Salary Range:	\$44 - \$50,000 annual salary	Position Type:	40 hours per week
HR Contact:	hr@thelearningsource.org	Date Posted:	
Posting URL:	www.thelearningsource.org		

Applications Accepted By:	
Fax or Email: aimee@thelearningsource.org	Mail: The Learning Source Human Resources 777 S. Wadsworth Blvd. #2-200 Lakewood, CO 80226
Subject Line: FT GED Instructor - Corrections	

Job Description

Role and Responsibilities

This position provides direct face-to-face instruction for adult learners preparing for their High School Equivalency/GED exams in the Denver County Jail and Downtown Denver Correction Center (DDC).

Additional duties include oversight of one GED proctor and one GED instructor.

Includes tracking student attendance and progress, administering standardized assessments, coordinating with the corrections administrator and participating in professional development or meetings, as assigned.

- Provide direct instruction and 1:1 tutoring one evening a week to students preparing for their High School Equivalency exams utilizing the Adult Basic Education curricula.
- Assist students in creating individualized education plans that meet their learning needs and goals.
- Strive for 75% or better retention, maintain good communication with students and collaborate with Denver Site Coordinator on student progress.
- Work toward grant target of 44% or more of all learners achieving a skill level gain measured from pre-test to post-test.
- Engage students with a range of skill levels using a variety of proven teaching skills and motivation strategies while meeting the needs of individual learning styles.
- Administer a variety of formative assessments and solicit regular student feedback to monitor student learning.
- Assist with orientation and pre-and post-testing students using TABE assessment.
- Monitor time spent and progress on asynchronous learning in the online Aztec platform.



- Perform daily record-keeping and data reporting responsibilities to The Learning Source. Track student progress, attendance, and outcomes.
- Attend Professional Development trainings, workshops, and required team meetings as assigned by The Learning Source.

Qualifications and Education Requirements

- Bachelor's Degree in education or related field
- Experience teaching adults and learners with diverse needs.
- Experience with secondary education content/High School Equivalency exams
- Knowledge of education assessment tools – TABE experience preferred.
- Understanding of group instruction principles and classroom management.
- Experience working with culturally and economically diverse communities and/or historically underserved populations.
- Experience working with volunteers.

Preferred Skills

- Adult Basic Education Authorization, or ability to obtain within three years.
- Knowledge of Adult Education Theory.
- Experience tracking student progress and educational growth.
- Lifelong learner and self-starter committed to continuous program improvement and student outcomes.
- Collaborative and professional team member.

Additional Notes

- Position open until filled

Mission: The Learning Source promotes and provides educational opportunities through collaborative partnerships for adults and families to support their future achievements. Since 1964, The Learning Source has supported adult learners with barriers to education to pursue their educational and career goals.

The Learning Source provides equal employment to all qualified persons without regard to race, color, religion, sex, age, national origin, disability, or veteran status. This opportunity is extended to all individuals who are qualified for positions by virtue of job-related standards of education, training, experience and personal abilities.