



Job Title:	GED Distance Learning Instructor	Job Category:	Programs, Technology, Instruction
Department/Group:		Job Code/ Req#:	300
Location:	Online/ Hybrid – Colorado Mountain Region (Summit, Lake, Pitkin, Eagle, & Garfield Counties)	Travel Required:	Occasional travel across the workforce region
Level/Salary Range:	\$40,000 – 44,000 DOE	Position Type:	Full-time, some evening work required. Spanish/ English bilingual candidate preferred.
Reports to:	Mountain Programs Coordinator	Date Posted:	2/1/2023
Posting URL:	www.thelearning source.org		

Applications Accepted By:

FAX OR EMAIL:

HR@thelearningsource.org

Subject Line: GED Distance Learning Instructor

MAIL:

The Learning Source
 Human Resources
 8790 W. Colfax Ave. #109
 Lakewood, CO 80215

Job Description

ROLE AND RESPONSIBILITIES

The Distance Learning Instructor is an integral of The Learning Source’s instructional team, providing distance and hybrid education programs in the Rural Resort Workforce Region (Summit, Eagle, Lake, Eagle, Pitkin& Garfield Counties). The Distance Education Instructor will work with the Mountain Programs Coordinator and other support staff to provide High School Equivalency programming through human-centered, universal program design and results-oriented, continuous improvement. Some evening and occasional weekend work will be required. The GED Distance Education Instructor responsibilities will include but are not limited to:

- Provide direct instruction and 1:1 tutoring and weekly feedback to students preparing for the High School Equivalency exam and/or post-secondary education and training.
- Conduct both “live” weekly synchronous instructional sessions, as well as asynchronous instructional support using approved Distance Learning platforms



- Create syllabus and other instructional materials in collaboration with the Mountain Programs Coordinator to outline class expectations, scope and sequence of curriculum and other programmatic elements.
- 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.
- Assess students' skill level and educational history and create individualized education plans that meet their learning needs and fit in with their career goals. Refer students to Success Coach for additional support as needed.
- Work with volunteers to provide differentiated small group and 1:1 tutoring support to learners.
- Assist with student enrollment and assessment processes in accordance with grant requirements.
- Perform daily record-keeping and data reporting responsibilities to The Mountain Programs Coordinator and The Learning Source. Develop forms, processes, and procedures to track student progress, attendance, and outcomes.
- Attend staff meetings (both in-person and remote) and Professional Development trainings as assigned by The Learning Source and program supervisor.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 5+ years instructional experience with at least two years of distance/hybrid instructional experience
- Knowledge of adult education theory and instructional best practices
- Bachelor's degree in education or related field.
- Experience teaching adults and learners with diverse needs.
- In-depth knowledge of the High School Equivalency/GED exams.
- Spanish language proficiency preferred
- Experience with education assessment tools – TABE and CASAS preferred
- Lifelong learner and self-starter committed to continuous program improvement and student outcomes.
- Experience managing data and tracking program outcomes.
- Experience working with volunteers.
- Strong organizational skills
- Ability to lift 20 lbs.
- Must have reliable transportation.

ADDITIONAL NOTES

- Position open until filled.



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