



# RIALTO UNIFIED SCHOOL DISTRICT

## RIALTO ADULT SCHOOL

### GED Instructor Job Description

#### DEFINITION

Working under the direction of the Principal, for the Rialto Adult School, the GED Instructor will use a variety of teaching activities and modalities including, but not limited to; language experience, focused learning, cooperative learning, pair and group work, role playing, dictation, problem solving, peer editing, texts, journals, games, guest speakers, reading review and research projects appropriate to the learning task. Must be able to teach Math, Science, Social Science and language arts to assist students preparing for the GED exam.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implement lessons to teach Math, Science, Social Science, and Language Arts the English skills required for students to pass the GED exam.
- Possess knowledge of language acquisitions.
- Provide group and individual instruction using a variety of effective teaching strategies, aids and equipment. • Assess students regularly, using a variety of measures, and provide consistent feedback to students on their progress and maintain accurate student records.
- Extend student learning using industry resources and guest speakers.
- Manage classroom in a manner conducive to learning.
- Assist in curriculum development and/or revision.
- Develop lesson plans.
- Maintain student records, grades and attendance.
- Participate in staff meetings as requested.
- Perform related duties as assigned.

#### QUALIFICATIONS

##### Knowledge of

- Correct English usage, spelling, grammar and punctuation.
- Mathematical, Science and Social Science Skills.
- GED testing and requirements.
- Instructional strategies.

##### Ability to

- Communicate effectively, both verbally and in writing.
- Establish and maintain effective relationships with persons contacted in the course of work.
- Prepare reports and maintain records.
- Understand and carry out oral and written instructions.

#### QUALIFICATIONS

##### Credentials and Experience:

- Bachelor's degree or higher
- Basic skills (CBEST) requirement

##### **For verification of eligibility for the appropriate credential, the following must be submitted with the application:**

- Verify three years of work experience directly related to each industry sector to be named on the credential.  
One year equals a minimum of 1,000 clock hours.
  - At least one year of the required work experience must be within the last five years, or two years within the last ten years, immediately preceding the issuance of the preliminary credential.
- May substitute 48 semester units of postsecondary vocational training related to the industry sector(s) named on the credential for a maximum of two of the three years of required work experience. Additionally, one of the following may be used as one year of work experience toward meeting the three years of required experience:
  - Possession of an advanced industry certificate related to the industry sector to be named on the preliminary credential, as determined by a Commission-approved CTE program sponsor.
  - One year of full-time general education teaching experience providing instructional services in preschool or grades K-12 earned in a public or private school of equivalent status.

**NOTE: An individual must have at least one year of actual work experience to qualify for the three-year Preliminary credential.**

## PHYSICAL DEMANDS

### Physical class:

**Moderate lifting** - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 40 pounds.

### Work area requirements:

Regular classroom, and parking lot. Ability to use common school tools, computer, telephone and white boards. Ability to traverse any part of the campus which would include asphalt, sidewalks and garden areas.

### Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Push/Pull:	Occasionally
Bending:	Occasionally	Carrying:	Frequently
Lifting:	Occasionally	Standing:	Frequently
Reaching:	Occasionally	Kneeling:	Not required
Handling:	Frequently	Sitting:	0 or may sit 60 minutes a day
Crouching:	Occasionally	*Driving:	Must have ability to get to in-service meetings
Grasping:	Frequently	Walking:	Frequently
Fingering:	Frequently		

*\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.*

### Frequent motion:

Twisting:	Occasionally	Elbow flexion/extension:	Occasionally
Wrist flexion:	Occasionally	Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally	Reaching below shoulder level:	Frequently
Reaching to above shoulder level:	Occasionally to put up classroom bulletin boards or decorations		

### Sensory requirements:

Ability to see:	Constantly	Ability to smell:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to talk:	Constantly		

### Must be able to deal with these environmental considerations:

Odor:	Not required	Heat:	Has own air conditioning/heating may break down
Humidity:	Yes, occasionally	Noise:	Must be able to work around "productive noise"
Moisture:	Not required	Floor may be slippery at times:	No
Fluorescent lights:	Yes, all day long	Working in close quarters with others:	Yes, all day long
Working inside:	95% of the day	Working outside:	5% of the day

### This job requires:

Alertness:	Yes	The use of two hands:	Yes
Attention to detail:	Yes	Recall of names and dates:	Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.			

### Ability to deal with psychological factors:

Team work:	Yes	Must keep up with schedule:	High
Frustration:	Medium	Able to work overtime as needed:	High
Repetitive tasks:	Yes	Dealing with angry parents, students:	Yes
Level of responsibility:	High		

### Physiological factors:

Orientation to time, place or person:	Yes	Must maintain a high level of consciousness:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes	Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes		

**AN EQUAL OPPORTUNITY EMPLOYER  
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**