



Job Title: Basic Education/GED Teacher in Spanish
Reports To: Director of Adult Education
FLSA Status: Non-Exempt

SUMMARY: Exists to increase student's basic academic performance and to prepare students for GED/HSED and post-secondary education. Promote cultural awareness and family literacy through program and curriculum objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned in line with an individual's qualifications and experience.

- Develop curriculum, and teach Adult Basic Skills and GED in Spanish.
- Provide attending Basic Skills/GED students with orientation and assessment through standardized tests and oral interviews.
- Recruit students and develop strategies to increase student retention.
- Complete Personal Education Plans (PEP) for each student. Update PEP plans and evaluate student's progress towards short and long term goals through the development and assessment of student portfolios.
- Develop and implement family, financial, health, nutrition, library and computer literacy for Journey House students.
- Guide student on academic issues and career choices. Offer referrals for students in need of mental health/AODA counseling or immigration concerns.
- Actively report and maintain records on registration, attendance, skill level increases, etc.
- Insure that accurate up-to-date program participation information and outcomes are entered in the United Neighborhood Centers of Milwaukee (UNCOM) database.
- Submit monthly reports to Director of Education.
- Attend and participate in school and program meetings and events.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- BA or BS in education or related field preferred.
- Minimum two years teaching/instructional experience with adults.
- Ability to work with a cross-cultural population.
- Experience in program planning and curriculum development.

- Creative, innovative, flexible, with the ability to work without direct supervision and with limited resources.
- Ability to adjust to crisis situations, motivate others, and demonstrate effective listening skills.
- Professional enthusiasm to stay current within the network of Milwaukee non-profit community centers.
- Basic computer literacy essential.

LANGUAGE SKILLS Bilingual Spanish/English required.

LICENSE Valid Wisconsin Driver's License with car insurance.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include working in office space, classrooms, gymnasiums, community agencies and outdoors.

JOURNEY HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER