

**eliminating racism
empowering women**



Central Massachusetts

Position: GED Instructor
Accountability: YPP Director
Hours of Work: Monday through Friday 9:00am – 2:00pm
Location: Worcester
CORI Required: Yes

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

Prepare Young Parents Program participants for successful completion of their GED examination per Dept. of Transitional Assistance requirements.

Responsibilities:

- 1. Plan and implement educational curriculum that encourages problem-solving, is varied in content and approach, and is at the level of participants.**
- 2. Provide individual and group instruction using appropriate teaching strategies, materials and incentives.**
- 3. Conduct regular assessment of each teen's progress through formalized tests, and adjust instruction as needed.**
- 4. Assists students in development of computer skills.**
- 5. Communicate progress to participants on consistent basis.**
- 6. Manage classroom and behavior of participants.**
- 7. Maintain participant records.**
- 8. Communicate regularly with program staff about participant progress and/or concerns.**
9. Perform other duties as requested by supervisor.

Essential job responsibilities are in bold lettering.

Qualifications:

- Bachelor Degree in Education
 - Teacher certified or prior teaching experience in math, reading and writing required.
 - Demonstrated knowledge of GED and ABE materials; ESOL experience.
 - Basic understanding of computers as required
 - Bilingual preferred.
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How to apply:

If you are interested in applying for any of the above positions please send resume to:

Email: HR@ywcacentralmass.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.