Idaho State University
Position Description

Title:
Lead Instructor/Advisor, High School Equivalency Program (HEP)

Department / College:
Academic Success and Advancement Programs

Primary Purpose:
The HEP Lead Instructor/Advisor is committed to expanding educational opportunities to migrant seasonal farmworkers and their families. This position requires developing and implementing a robust instructional and academic support plan that meets the needs of potential HEP participants and ensures that annual GED completion and transition goals for the program are met.

Key Responsibilities:
- Develops and oversees implementation of HEP instructional and academic support plan
- Develops curriculum, syllabi, and lesson plans for a variety of participant learning needs
- Oversees individual GED skill assessments to determine academic need
- Conducts in-depth, individual interviews with students to determine personal strengths and barriers
- Maintains current knowledge of GED exams and skill assessments
- Provides timely and accurate information to potential HEP participants and their families
- Provides responsive, encouraging, and innovative academic support
- Supervises other instructional, tutoring, and advising staff as needed
- Communicates with other program staff about participant needs
- Ensures that annual GED completion and transition goals are met

Reports to:
Janna Graham, Director, High School Equivalency Program (HEP)

Supervises:
The HEP Lead Instructor/Advisor supervises other instructional, tutoring, and advising staff as needed.

Minimum Qualifications:
- Bachelor's degree in education, counseling, student affairs, a GED content area, or related field
- Two years working with traditionally underrepresented populations
- One year working in an educational program

- Excellent communication skills
- Experience with academic and/or career advising
- Demonstrated knowledge of education and postsecondary options in region.
- Demonstrated cultural sensitivity

<u>Preferred Qualifications:</u>
- Experience with GED preparation
- Specialized training in goal setting, motivation, or related field
- Bilingual fluency in Spanish / English

Idaho State University
Position Description

Title:
Instructor/Tutor, High School Equivalency Program (HEP)

Department / College:
Academic Success and Advancement Programs

Primary Purpose:
HEP Instructor/Tutors are committed to expanding educational opportunities to migrant seasonal farmworkers and their families. These part-time positions require working one-on-one and in small groups with program participants; providing instruction and academic support to help ensure GED completion.

Key Responsibilities:
- Instructor/Tutors will follow an approved curriculum and develop a syllabus for each participant or cohort. They will work to build community and enhance student engagement, combined with practice and skill-building activities tailored to individual student need. Lesson plans will address multiple critical thinking levels and learning preferences (for example, visual and auditory) to accommodate a variety of student learning needs. They will be responsive, encouraging, and innovative. The Instructor/Tutors will coordinate their efforts to ensure that all instructional activities reinforce each other. They will also be trained on the distance learning platform that students will have access to.

Reports to:
Janna Graham, Director, High School Equivalency Program (HEP)

Minimum Qualifications:
- Postsecondary experience (some college) in education, counseling, student affairs, a GED content area, or related field
- Interest in and/or experience working with traditionally underrepresented populations
- Interest in and/or experience working in an educational program
- Excellent communication skills
- Demonstrated cultural sensitivity

Preferred Qualifications:
- Experience with GED preparation
- Specialized training in goal setting, motivation, or related field
- Bilingual fluency in Spanish / English