

Part-time position openings with the Boise State University High School Equivalency Program (HEP)

Open until filled. Application review will begin January 17, 2022.

Boise State University - High School Equivalency Program (HEP) is a federally funded program administered by the U.S. Department of Education - Office of Migrant Education (OME). HEP assists migrant and seasonal farmworkers and their children who are 16 years of age or older obtain a General Educational Development (GED) certificate or the state equivalent to a high school diploma and subsequently to gain employment in a career position or the military or entry into postsecondary education.

Boise State HEP is looking to hire staff members to support the HEP students as they pursue the completion of their high school equivalency certificate at our Nampa evening class site or in the distance learning module.

These are part-time positions with spring semester work dates of January 31 – May 28, 2022. Tutor/assistant positions start at \$14.00/hour, instructor pay starts at \$20.00/hour.

1. Part-time GED teacher position, Works two evenings per week, T/Th 7-9pm, approximately 6 hours per week) at our commuter site in Nampa. Requires bilingual abilities in Spanish/English.
2. Part-time GED tutor/assistant teacher for the evening program in Nampa. Two evenings per week, working approximately 4-6 hours per week, Requires bilingual abilities in Spanish/English
3. Part-time GED teacher or tutor for the Distance Learning component. These hours are flexible depending on student availability. Bilingual (Spanish/English preferred, but not required).

Evening GED Teacher Responsibilities: The Off-Campus GED Teacher is accountable to the HEP Director. The specific duties for this position are associated with all students enrolled in the off-campus HEP commuter site. These duties include the following:

1. Provide assigned subject instruction in Spanish or English to HEP students in order to ensure successful completion of GED test requirements.
2. Maintain classroom environment conducive to student learning; report discipline and attendance problems immediately.
3. Attend and participate in staff meetings, field trips, cultural and social events and other such activities as requested by the project director.
4. Provide regular updates on student attendance and educational progress.

Distance Learning GED Teacher Responsibilities: The DL teacher is accountable to the HEP Director.

1. Provide assigned subject instruction in Spanish or English to HEP students enrolled in the distance learning component to ensure success completion of the GED test requirements.

2. Schedule individual or small group sessions for DL students via Zoom.
3. Provide regular updates on student attendance and educational progress.
4. Attend and participate in staff meetings as requested by the project director.

Tutor/Assistant Teacher responsibilities:

1. Assist instructor in the classroom, provide one-on-one assistance to HEP students completing GED assignments.
2. Assist with documenting student attendance and student progress

Minimum Requirements for all positions:

- Bilingual – Spanish/English (read, write, speak), The project may hire an English only DL instructor depending on student need.
- Classroom, tutoring, or educational outreach experience
- Ability to provide instruction for the GED subject areas: social studies, language arts, science and math
- Computer competency – ability to use computer to compose email, use Microsoft office software, Google docs, Zoom, etc.

Preferred Requirements for GED Teacher:

Bachelor's degree in Education, Social Work, Spanish or other related field

Teaching Certificate

Experience working with the seasonal or migrant farmworking community

To apply via email:

Send cover letter, current resume and 2 professional references to:

mkelley@boisestate.edu

(208) 426-3095