

Middle Peninsula Regional Adult Continuing Education (MP R.A.C.E.)

18550 King William Rd ▪ King William, VA 23086

Phone: (804) 769-1151 ▪ Fax: (804) 769-1148 ▪ www.mcps.k12.va.us

*Each MP R.A.C.E. staff is an employee of The Middlesex County Schools
The Middlesex County Schools Board is an Equal Opportunity Employer*

GED TEACHER ASSISTANT VACANCY ANNOUNCEMENT

(Please submit resume and reference list to mailing address or email above)

POSITION TITLE: GED TEACHER ASSISTANT

PROGRAM: Middle Peninsula R.A.C.E.

TERMS OF EMPLOYMENT: 30 Weeks, 6-hours per week (grant - dependent)

SALARY: \$12.00 per hour

FSLA: Non-Exempt

REPORTS TO: Adult Education Program Planner

QUALIFICATIONS REQUIRED:

High School Certification; basic skills in Math, Reading, Writing, Social Studies, & Science; self-directed with strong work ethics; organized; strong technology skills

Primary Function:

Help teacher manage instruction in multi-level classroom to improve adult academic skills

Essential Functions:

1. Help with student intake and submit student data to regional office
2. Promote student retention through contact
3. Take attendance
4. Administer pre and post student assessments
5. Engage in continuous professional development
6. Provide student oversight during class
7. Perform other duties as assigned