



# Edu-Futuro

Empowering Students  
Engaging Parents  
Transforming Communities

2110 Washington Blvd. Syphax Bldg.  
3rd Floor Arlington, VA 22204  
6540 Franconia Road, Springfield, VA 22150  
Phone: 703-228-2560 | Fax: 703-228-2562  
E-mail: info@edu-futuro.org  
www.Edu-Futuro.org

## JOB OVERVIEW

Job Title: Adult Basic Ed Instructor/GED Team Lead	
Job Location: Springfield, VA	FLSA Status: Exempt
Type of Position: Full-time	Reports to: Director of Programs

## POSITION DETAILS

Summary of Agency:	<ul style="list-style-type: none"> <li>The mission of Edu-Futuro (Educación Para Nuestro Futuro) is to empower immigrant and underserved youth and families through mentorship, education, leadership development, parent engagement, and workforce development. Established in 1998, Edu-Futuro reaches 3,400+ children, youth, and adults annually.</li> </ul>
Overview	<ul style="list-style-type: none"> <li>The GED Instructor is a self-motivated and dynamic professional who works well under pressure, knows how to balance competing priorities, is open to new learning experiences, is comfortable working with an array of people, including young professionals, teenagers, school personnel, college staff, and is willing to join a fun work environment where teamwork and laughter are as much part of the culture as responsibility, timeliness, outcomes, data, and accuracy are.</li> </ul>
Job Purpose:	<ul style="list-style-type: none"> <li>The GED Instructor works with students who are preparing to take the General Education Development (GED) exam. The GED Instructor teaches basic skills to a multi-level class focused on reading and writing, math, science and literature.</li> <li>Provide specific case management to 30 students to prepare them for success after they acquire their GED.</li> </ul>
Duties & Responsibilities	<p><b>Primary duties:</b></p> <ul style="list-style-type: none"> <li>Gather GED curricula, create lesson plans, and access bilingual instructional materials.</li> <li>Launch Edu-Futuro's GED Prep program for adult learners.</li> <li>Teach the GED certificate program and prepare students for the general equivalency exam.</li> <li>Plan and implement instructional activities for a cohort of multi-level learners preparing for a GED.</li> <li>Adapts classroom work to provide students with instructional materials that address individualized learning plans within established lesson plans.</li> <li>Adapts curriculum for students to learn workplace readiness and computer literacy skills.</li> <li>Administers tests and language assessments to evaluate students' language ability.</li> <li>Assesses student progress towards objectives, expectations, and/or goals to provide written feedback to students.</li> <li>Counsels students to improve performance, time management, problem solving techniques, and academic performance skills.</li> </ul>



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- Demonstrates methods required to perform classroom and/or subject specific assignments to provide an effective program that addresses individual student requirements.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records through individual case management files, etc.) to document student progress and meet mandated requirements.
- Provides and promotes a positive learning environment.
- Responds to inquiries from a variety of sources (e.g. other teachers, administrators, etc.) to resolve issues, provide information and/or direction.
- Administers mock assessments in accordance with GED standardized guidelines and policies.
- Develops program timeline and weekly instructional schedule for learner persistence and capstone project.
- Maintains accurate data and student records.
- Participates in staff development activities, staff meetings and curriculum development activities as required or assigned.
- Supports the Director of Programs in preparing reports.
- Works closely with the Communications Coordinator to run advertising and outreach activities or events to attract new students to the program each year.
- Compiles data, testimonies, and case notes from the individual case management sessions as well as pre and post surveys in order to document and periodically report program participants' performance, as required by the Board of Directors, partners, and grant funders.
- Maintains up-to-date records of demographics and performance in Edu-Futuro's GED program.
- Coordinates activities and events for students in the program.
- Compiles and edits materials from the GED program for the monthly newsletters of Edu-Futuro.
- Some Saturday mornings and evening support may be required based on program and student needs.

**Additional duties:**

- Represents the organization at external meetings or events related to program activities on an as-needed basis as approved by the Director of Programs.
- Assists in preparation of the organization's annual report.
- Promotes Edu-Futuro's youth and parent programs during outreach opportunities.
- Responds to emergency situations to resolve immediate safety concerns and/or direct to appropriate personnel for resolution and promptly communicates with supervisors.

## QUALIFICATIONS

Competencies:

**Integrity**

- Accurate and transparent in communication



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	<ul style="list-style-type: none"> <li>● Share critical information accurately, openly, and voluntarily</li> <li>● Focus relentlessly on continuous improvement</li> <li>● Persevere through problems and difficulties to do the right thing</li> <li>● Communicate pride and ownership of work</li> <li>● Own both successes and mistakes</li> </ul> <p><b>Initiative/Perseverance</b></p> <ul style="list-style-type: none"> <li>● Ability to be willing to take action to address needs without being requested to do so.</li> <li>● Staying on-task to completion, particularly in the face of obstacles or other trying circumstances.</li> </ul> <p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>● Ability to work effectively with different people and teams of people by putting others at ease.</li> <li>● Acknowledging diverse opinions, addressing relevant concerns, minimizing conflict, promoting harmony.</li> </ul> <p><b>Versatility</b></p> <ul style="list-style-type: none"> <li>● Manage conflicting demands and priorities smoothly</li> <li>● Adjust readily to changing priorities and conditions</li> <li>● Move from decisions to action and results quickly and effectively</li> <li>● Acquire and apply new ideas with ease and confidence</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>● Establish and maintains effective relations with staff, volunteers, beneficiaries, and stakeholders</li> <li>● Work actively to resolve conflicts</li> <li>● Respond appropriately to employee and/or co-worker concerns</li> <li>● Leverage every opportunity to teach and learn</li> </ul> <p><b>Results-oriented</b></p> <ul style="list-style-type: none"> <li>● Understand and is sensitive to beneficiaries' challenges, needs, and strengths, and positively impacts their lives towards self-sufficiency and prosperity</li> <li>● Work with a sense of urgency, determination and purpose</li> <li>● Make and keep clear agreements</li> <li>● Exhibit ability to learn and apply new skills</li> <li>● Accountable for meeting and exceeding expectations</li> <li>● Act in alignment with the organization's priorities</li> </ul>
<p>Minimum Experience Requirements:</p>	<ul style="list-style-type: none"> <li>● Bachelor's degree in adult education or a relevant field and a teacher certificate in high school or adult education.</li> </ul>



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	<ul style="list-style-type: none"> <li>● Demonstrated ability to proactively communicate, organize, prioritize, manage time, troubleshoot, and handle multiple tasks to meet competing deadlines and outcomes.</li> <li>● Knowledge of, and sensitivity towards, issues that commonly impact immigrant children, youth, and families.</li> <li>● Proficient working knowledge of Microsoft Office™ Suite.</li> <li>● Demonstrated team player with high level of collaboration and flexibility.</li> <li>● Fluent written and spoken communications skills in English and Spanish.</li> </ul>
<p>Preferred Experience Requirements:</p>	<ul style="list-style-type: none"> <li>● Prior teaching experience at the high school level.</li> <li>● Managerial skills to lead and supervise the program and its volunteers effectively.</li> <li>● Experience providing direct social or educational services to youth and families.</li> <li>● Familiarity with the Northern Virginia region, particularly Arlington, Prince William, and Fairfax.</li> </ul>

## BENEFITS

- Salary of \$50,000.00 per year.
- Kaiser Permanente Platinum Plan health insurance.
- Local travel reimbursement for program-related activities.
- Professional development and networking opportunities with schools and colleges in the Northern Virginia area.
- Gain or enhance skills and valuable professional experience in: Communication, Teamwork and Interpersonal skills, Leadership, Creativity and Problem-Solving, Professionalism and Productivity, Global Perspective, and Digital Fluency.
- Make an impact in under-served communities.

## EQUAL EMPLOYMENT OPPORTUNITY

- Edu-Futuro does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factors.

## HOW TO APPLY

- Send a cover letter and resume to the Hiring Committee at [victoria@edu-futuro.org](mailto:victoria@edu-futuro.org). Upon receipt, additional application materials will be sent to eligible applicants. Applications will be accepted until the position is filled.