



Title GED Coordinator
Department: Workplace Learning Project

RESPONSIBILITIES:

- Report to the funding agencies regarding contract compliance.
- Monitor student compliance and communicate to case workers about the progress of the students.
- Advise staff in their instruction and monitoring of Community Based Training.
- Monitor budget and place orders for books and supplies.
- Provide direct instruction in a GED classroom setting.
- Facilitate the implementation and organization of procedures and best practices in the GED Lab.

MINIMUM QUALIFICATIONS: Any equivalent combination of education, experience, knowledge, skills, and abilities.

Education: Bachelor's degree in Education or related field;

Experience: 5+ years teaching in a classroom setting, working with at-risk populations, supervisory experience

Knowledge/Abilities: Adult education theory and practice, excellent written and oral communication skills as well as organizational skills

PREFERRED QUALIFICATIONS: GED teaching experience, Knowledge of TANF and OED regulations/policies and procedures; Microsoft Office skills

SALARY: Salary placement will be determined by education and experience.

OPEN DATE: 11/3/2009

CLOSING DATE: 11/16/2009

APPLICATION PROCEDURES: Interested applicants must submit a complete application package which includes: (a) a cover letter; (b) a CCD application; (c) a current resume; (d) names, phone numbers, addresses, and email addresses of three professional references; (e) copies of transcripts, and (f) copies of appropriate credentials. Please fax to 303-352-3029 or send the application to:

Chair of GED Coordinator
Selection Committee
Community College of Denver
Human Resources Department
Campus Box 240 • P.O. Box 173363
Denver, CO 80217-3363

To obtain an application, go to the HR
website www.ccd.edu/hr

CCD is a Learning College where policies, programs and practices support learning as the major priority.

The Community College of Denver is an Equal Employment Opportunity Educational Employer. Background checks will be conducted on all finalists for employment consideration.

CCD recognizes that administration, faculty and staff reflect the diversity of its students and community and prohibits employment and student discrimination based on race, color, religion, sex, age, disability, national origin and sexual orientation.