



Job Description
Smart from the Start GED Program Facilitator
Boston, Massachusetts

OVERVIEW

Smart from the Start ("SMART") is family support, community engagement and school readiness initiative that empowers families and communities with the tools, resources and support they need to break cycles of chronic school underachievement and generational poverty.

Smart has as it's mission to:

- expand and strengthen early learning opportunities for young children;
- promote parents' role as their children's first teacher;
- provide services and supports to underserved families;
- build neighborhood will, understanding and capacity to support school readiness.

"Smart" is offering a comprehensive, coordinated set of services for parents, caregivers and children to support school readiness, including home visiting, parenting education and support, adult education, information and referrals to vital services, fun and educational programs for parents and caregivers together, and activities to support a community-wide focus on school readiness.

JOB RESPONSIBILITIES

Responsible for teaching basic skills to students with varying academic levels while integrating GED skills, reading and math skills, social justice and community issues, and culture. Helps students meet necessary goals and qualify to get a GED. Prepare students to take GED exam.

Primary responsibilities include, but are not limited to:

- Instruct students on material needed in order to earn their GED.
- Teach basic skills encompassing math, science, English, and literature.
- Help students prepare and study for GED exam.
- Assess students' readiness to take exam.
- Create lesson plans and modify accordingly throughout the year.
- Maintain grade books.
- Grade papers and perform other administrative duties as needed.
- Create projects designed to enhance lectures.
- Read and stay abreast of current topics in education.
- Integrate early childhood and parenting competencies, goals, and objectives into lesson plans.
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Work with program coordinators to ensure goals are being met.

PREFERRED QUALIFICATIONS/REQUIREMENTS

HS Diploma/GED required, Bachelor's Degree preferred. Significant work experience with culturally diverse families and ethnically and economically diverse communities; Ability to develop strong working relationships with others (individuals, families, co-workers, and community agencies); Knowledge of and familiarity with Boston neighborhoods, community organizations, and schools; Solid written and oral communication skills; Ability to lead others, work independently, and work as part of a team. This position will report to the Smart from the Start Program Coordinator/Office Manager.

Hours: Part-time, including some evenings and weekends

Compensation: \$14-\$16/hr.