



**Position:** GED Math and Technology Instructor

**Classification:** Regular, Full-time (40 hours), Non-exempt

**ORGANIZATION OVERVIEW:** The American Indian OIC is a community-based workforce development organization committed to supporting American Indians and others in the Twin Cities to fulfill their education, complete career training, gain employment and advance in their career pathway. AIOIC operates a Minneapolis contract-alternative high school and an accredited post-secondary institute and is a recognized ABE/GED consortium. In addition, we offer a wide array of employment services.

**JOB SUMMARY:** The ABE / GED Math and Technology Instructor is responsible for providing the education and tools for students to pass their GED exam and to be best prepared for the technology needs of today.

**JOB RESPONSIBILITIES:**

- Teach and tutor students in math and technology in varying levels based on student needs
- Prepare, plan, and facilitate collaborative learning opportunities via learning circles, workshops, and online classes
- Adapt teaching methods and instructional materials to meet students' varying needs, abilities and interests
- Develop study plans and assignments for individual students based on their needs and goals
- Develop and adapt curriculum based on Minnesota ABE content standards
- Prepare materials and classroom for both in-person and online class activities
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students
- Provide information, guidance, and preparation for the General Equivalency Diploma (GED) exam
- Maintain accurate and complete student records as required by laws or administrative policies
- Communicate with team members to discuss individual students' needs and progress
- Participate in the CCRC Implementation Cohort
- Attend professional development opportunities throughout the year
- As needed, assist with administrative tasks such as program narratives, social media posts and preparation for events
- Provide support for other activities as assigned.

**REQUIRED QUALIFICATIONS:**

- Current Minnesota teaching license or ABE teaching license
- One year teaching experience (preferred)
- Must demonstrate an ability to interact effectively with people of diverse backgrounds
- Must be proficient in Microsoft Office Suite applications
- Excellent communication skills and ability to work in a team environment.
- Ability to create a positive, welcoming, and trusting atmosphere for students and team members.
- Proven time management skills as well as the ability to prioritize work.
- Ability to meet deadlines and/or provide adequate communication when deadlines will not be met.
- Experience working with diverse populations in an education or social service setting.
- Ability to use and adapt to different technology tools including databases and MS Office.
- Ability to troubleshoot problems and seek out solutions.
- Take initiative to seek out opportunities to help program/administrative staff to fill time and/or provide additional support for program projects (including year-end reports, enrollment initiatives, etc.)
- Significant experience living and/or working in Indigenous communities preferred

**COMPENSATION:**

- Annual gross pay range \$43,680 - \$52,000
- Medical, dental, life, and 403(b) options
- PTO and paid holidays

**Contact:**

Position is open immediately. Please send resume and cover letter with references to Annessia Swann at [ness@takoda.org](mailto:ness@takoda.org)

American Indian OIC is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. AIOIC prohibits discrimination against employees or applicants for employment on any legally-recognized basis ("protected class") including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.