District: Weatherford ISD  
Position: Part-Time Adult GED/HSE Aide  
(GED/High School Equivalency)  
Reports to: Adult Ed Supervisor(s)

Dept/School: Community Ed./Adult Education Program  
Location: Wise County  
Class Site: Weatherford College, in Bridgeport

Schedule: TU and TH evenings, 5:15 – 9:15 p.m. (includes an hour to assist with preparation, counseling, and closing per class period)  
Hourly Rate: $12 - $14.50 per hour based on qualifications and experience

PRIMARY PURPOSE: To provide support services to the instructor and students consisting of out-of-school youth and adults to achieve a high school equivalency and transition to post-secondary education/training or work.

QUALIFICATIONS: (Education/Certification)  
High School Diploma from accredited high school or the state issued equivalent

Special Knowledge/Skills:  
Strong organizational, communication and interpersonal skills; capable of calculating time  
Experience with Excel spreadsheets is helpful and preferred; Bilingual in Spanish preferred

Experience:  
Previous adult education experience preferred, but not required

MAJOR RESPONSIBILITIES AND DUTIES:
- Assist with student orientation and enrollment  
- Maintain Confidentiality: Abide by regulations of the Family Educational Rights and Privacy Act/FERPA as it pertains to a student’s right to privacy and accuracy and retention of records.  
- Track daily and monthly attendance and maintain records and reports.  
- Conduct and record retention effort and activities, Assist teacher with preparation prior to class  
- Maintain and promptly submit required reports, assist with filing and maintaining of student records  
- Administer required pre-tests; and post-tests at appropriate intervals  
- Participate in and meet or exceed required professional development  
- Work Efficiently: Arrive as scheduled and promptly set up necessary equipment, sign-in sheet, etc.  
- Maintain a climate that helps students feel accepted, respected, and promotes retention  
- Utilize technology where available  
- Assist in individual instruction, small group instruction & classroom activities when appropriate  
- Encourage an environment that supports transitions into post-secondary education or training  
- Maintain a professional relationship with colleagues, students, and community members  
- Keep informed of and comply with all state, district, and program regulations and policies.  
- Perform other duties as assigned.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. The annual renewal of this job is contingent on grant award.

__________________________________________________________________________   __________________
Employee Signature                                                                                                                                  Date