



HARTNELL
COLLEGE

411 Central Avenue

Salinas, CA 93901

HEP Instructor (temporary, part-time)

Description of Position: High School Equivalency Program (HEP) Instructors are responsible for providing in-class instruction to HEP eligible students to improve their competency in Math, Science, Social Studies, Reading and Writing in preparation to successfully complete the General Education Degree (GED). Instructors will provide classroom, individual and group instruction as well as assist with recruitment and retention of students. Classroom delivery may be Spanish-only, English-only or bilingual format (depending on student needs). Instructors are responsible for acting as a representative of Hartnell College's HEP and working on behalf of its constituency, partners and college community. In addition the instructor will prepare lesson plans, keep record of student attendance and progress, and stock classroom supplies. The position may include a combination of irregular hours during peak periods such as orientation, registration, and summer session.

Minimum Qualifications:

- Must be sensitive to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of adult learners and the community at-large.
- A Bachelor's degree in Liberal Studies and/or Math, Reading, and Writing.

Desired Qualifications:

- Particular interest is placed on previous experience working with the migrant farm working population, adult learners, and GED instruction.
- Ability to attend meetings and availability for short travel in and around the county is preferred.
- Bilingual highly desired (spoken and written Spanish)
- Flexibility and ability to work evenings or day schedules (as set by student needs)

Conditions of Employment: Temporary, part-time, contingent upon grant funding. Maximum of 12 instruction hours a week, Monday-Friday, 4-9pm or as needed. Pay is \$30.00 an hour, no benefits. Employment is as a professional expert (see Professional Expert Conditions). Upon the first month of hire, must receive training on grant expectations and policies.

Application Procedure: To request a Professional Expert application, please email HEP@hartnell.edu or you may call (831) 770-7070 for more information. The HEP office is open Monday – Thursday, 9am-7pm, Fridays 9am-4pm.

Application closing deadline: September 12, 2011