

GED/High School Equivalency Instructor, Part-Time  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=260774>

Downloaded On: Aug. 6, 2025 11:01am

Posted Aug. 5, 2025, set to expire Dec. 4, 2025

**Job Title** GED/High School Equivalency Instructor, Part-Time  
**Department** All Jobs  
**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Aug. 5, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Lecturer/Instructor  
Adjunct Professor

**Academic Field(s)** Education

**Apply Online Here** <https://www.click2apply.net/XR5n6zhVbgEmKTqY7S4mpD>

**Apply By Email**

**Job Description**

## Posting Details

### Position Information

Position Title: GED/High School Equivalency Instructor, Part-Time

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Requisition Number: FAC00451

### General Description

**The Division of Access & Community Engagement (DACE) High School Equivalency test preparation program at the Community College of Philadelphia invites applications for part-time GED Instructors.**

The High School Equivalency test preparation program is responsible for preparing student to take and pass the GED and/or HiSET exams of high school equivalency and career and college readiness. The Instructor of this part-time, non-credit course will effectively teach curriculum that is aligned with the GED and HiSET standards (based on National Common Core Standards) in test content areas of language arts, reading, writing, science, social studies, and mathematics.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions.

### College Intro

*Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.*

*Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.*

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### Specific Responsibilities

- Participate in a collaborative and dynamic instructional program model to include involvement in the development of curriculum, syllabi and lesson plans appropriately aligned with the GED and HiSET exams.
- Establish clear objectives for all lessons, units, and projects and effectively communicate those objectives to students.
- Foster the development of critical thinking and problem solving skills through instruction and in-class student interactions.
- Provide students with the necessary resources and materials to help them understand and master the course content.
- Demonstrate knowledge of and commitment to integrate technology in the delivery of instruction to enhance and improve student learning outcomes.
- Demonstrate knowledge of and ability to teach adult and non-traditional students the high school equivalency content areas through proven-successful contextualized and accelerated approaches focusing on college and career readiness.
- Demonstrate ability to document and assess student progress toward mastery of standards, punctual attendance, etc., providing consistent and ongoing feedback to students of their progress.
- Participate in on-going professional development to enhance skills, instructional performance and resources to meet the needs of students and the program.
- Deliver instruction through various modes to engage diverse learning styles and preferences (including but not limited to; computer-assisted, web-based, self-paced, distance and hybrid, small group, learning communities, contextualized learning, hands-on activities, peer review, on-line linkages to and examples from the workplace and career pathways).
- Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- Demonstrate appropriate use of existing technology to further learning for students. Incorporate instructional technology to support the learning process.
- Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Manage the learning environment with a student-centered focus. Implement diverse teaching and

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learning strategies that accommodate the learning styles of students.

- Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention. Recognize the unique needs, culture, and context of students and advocates for their learning and well-being.
- Other duties as assigned.

### Minimum Qualifications

- Bachelor's Degree in Education or Adult Education required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- At least one year of successful teaching experience (student teaching/practicum experience included).
- Demonstrated knowledge and understanding of teaching and learning theory, college and career readiness curricula and use of technology to deliver and enhance instruction.
- Demonstrated proficiency in the use of technology, including Microsoft Office Suite applications (such as Word and PowerPoint), email and the internet for instruction and program purposes.

### Preferred Qualifications

- Master's Degree in Education or Adult Education.
- Relevant instructional certification in a core literacy, social studies, mathematics or science content area.
- Experience working with adult and non-traditional student populations.
- Knowledge of and experience in using the Danielson Instructional Framework.

Work Location: Main Campus, NERC, CATC, NWRC

### Benefits Summary

Salary Grade or Rank: Adjunct Faculty

Position Type: Faculty

Employment Status: Part-Time

### Special Instructions to Applicants

**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.

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- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you first learn about this employment opportunity?
  - Community College of Philadelphia Website
  - Careerbuilder.com
  - HigherEdJobs.com
  - LinkedIn
  - The Chronicle
  - Job Fair
  - Indeed.com
  - HireVeterans.com
  - HERC - Higher Education Recruitment Consortium
  - CCP - Faculty Recruiting Event
  - Other
2. \* If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. \* Do you have a Bachelor's Degree or higher in Education or Adult Education?
  - Yes
  - No
4. \* Do you have at least one year of successful teaching experience (student teaching/practicum

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experience included)?

- ☐ Yes
  - ☐ No
5. \* Do you have demonstrated knowledge and understanding of teaching and learning theory, college and career readiness curricula and use of technology to deliver and enhance instruction?
- ☐ Yes
  - ☐ No
6. \* Do you have demonstrated proficiency in the use of technology, including Microsoft Office Suite applications (such as Word and PowerPoint), email and the internet for instruction and program purposes?
- ☐ Yes
  - ☐ No
7. \* Do you have a Master's Degree in Education or Adult Education?
- ☐ Yes
  - ☐ No
8. \* Do you have relevant instructional certification in a core literacy, social studies, mathematics or science content area?
- ☐ Yes
  - ☐ No
9. \* Do you have experience working with adult and non-traditional student populations?
- ☐ Yes
  - ☐ No
10. \* Do you have knowledge of and experience in using the Danielson Instructional Framework?
- ☐ Yes
  - ☐ No

## Documents Needed to Apply

### Required Documents

1. Curriculum Vitae
2. Cover Letter/Letter of Application
3. References

### Optional Documents

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1. Teaching Philosophy
2. Writing Sample
3. Unofficial Transcripts
4. Letters of Recommendation
5. Other Document ( See Special Instructions to Applicant)
6. Resume

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Abby Ametrano Aametrano@ccp.edu  
All Jobs  
Community College of Philadelphia

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