

# Job Posting

**Title:** ABE/GED Substitute Teacher  
**Reports To:** Program Director  
**Status:** Part-time, hourly (1 day per week for 3 hours)  
**Location:** Utica

## Position Overview:

Assist individuals with learning disabilities, developmental disabilities or neurological impairments in obtaining a GED and / or improving basic literacy, math and life skills.

## Key Responsibilities:

Responsibilities will include but are not limited to the following:

- Provide individualized instruction in language arts, writing, reading, social studies, science, and math.
- Prepare lesson plans.
- Set goals, assess and document student progress.
- Conduct on-going assessments of students.
- Provide basic life skills instruction.
- Prepare and submit attendance records.
- Maintain progress notes.
- Attend professional development workshops.
- Other duties as assigned.
- Maintain confidentiality of all work related information
- Act in a manner consistent with the Independent Living Philosophy

**Educational Requirements:** Teacher's certification for K-12 required. Master's in reading or special education preferred

**Work Experience Requirement:** Two years teaching experience preferred

**Knowledge:** Basic computer knowledge, MS Word, MS Excel, GED software knowledge preferred, knowledge of effective teaching strategies in specialized content area(s)

**Skills:** Strong organization, oral and written communication

The above statements are intended to describe the principle functions of the position. They are not intended to encompass all duties.

If you are interested and qualified, we encourage you to submit a cover letter and resume to [Human Resources](#).

External candidates may apply at [recruiting@rcil.com](mailto:recruiting@rcil.com), or via our website at [www.rcil.com](http://www.rcil.com). You may also send your resume or apply in person: RCIL, PO Box 210, 409 Columbia Street, Utica, NY 13503-0210, Attention: Human Resources.

*RCIL is an Equal Opportunity Employer. Women, minorities and Individuals with disabilities are encouraged to apply.*