

## **ABE/GED® Teacher Assistant**

The Teacher Assistant candidate must possess a high school diploma/GED®. The Teacher Assistant works under the guidance of the classroom instructor. The TA tutors individuals or small groups of students. Other responsibilities include:

- Proctor selective testing
- Enter data and ensure accuracy for computerized registration via meticulous record keeping
- Demonstrate an ability to interact effectively with people of diverse backgrounds
- Perform other duties as assigned by the classroom teacher, coordinating teacher or building administrators

Interested applicants should submit a resume via email to:  
Coordinator of Adult Academic Programs

[Ms. Heather Lamb](#)