

## ABE/GED® Teacher Assistant

Monday – Thursday 8:00am – 2:00pm and Friday 8:00am -11:00am

The pay rate is according to education level:

- ALC General Assistant **HD** (High School Diploma ) = **U06 = \$11.11**
- ALC General Assistant – **Parapro or 48 semester hours** = **U07 = \$11.91**
- ALC General Assistant – **AD** (Associate’s Degree earned) = **U08 = \$12.76**
- ALC General Assistant – **BD** (Bachelor’s Degree) = **U09 = \$13.67**

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
- Be proficient in Word and Excel
- 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

[Dr. Heather Lamb](#)