



**JOB OPENING**

**BUREAU: Corrections**

**DIVISION: Educational Services**

**POSITION: General Education Instructor**

**HOURS: 4 ten hour days or 5 eight hour days**

**SALARY: \$34,031.00**

**JOB DESCRIPTION:**

The General Education Instructor will meet the following responsibilities:

- Instruct inmates to help them obtain a credential equivalent to a high school diploma in the areas of math, science, writing, reading and social studies.
- Assess inmates to determine their learning program abilities and needs.
- Aid inmates in obtaining appointments for their GED testing.
- Conduct ABE classes with inmates as appropriate to their education level/abilities.
- Maintain any certification and/or license as required to conduct the GED and ABE classes.
- Clerical duties to include answer kiosk requests, maintain statistical information and computer entries related to the program and all other related duties assigned by the Supervisor. Work with Classifications Personnel to create class lists of students.
- Knowledge and understanding of College organization, goals and objectives and policies and procedures.
- Demonstrate ability to utilize Microsoft Word and Excel programs.
- Ensures that all student files meet audit requirement standards.
- Ability to use computer applications and willing to work in computer lab environment



“The Lee County Sheriff’s Office is an Equal Opportunity Employer”

**14750 Six Mile Cypress Parkway • Fort Myers, Florida 33912-4406 • (239) 477-1000**

**SPECIAL REQUIREMENTS:**

At a minimum; Bachelor's degree in a related field from a regionally accredited institution with two (2) years of experience teaching Adult Education or ABE/GED

- Ability to work well in a multi-ethnic and multi-cultural environment with students.
- Ability to work independently, and in a classroom with inmates.
- Must be non-judgmental and be able to cope with individuals who have been arrested for serious crimes.
- Must possess excellent interpersonal communication skills (oral and written).
- Must have the ability to be firm, fair, and consistent with inmates.
- Must be able to function in a Para-military atmosphere and follow chain of command.
- Ability to effectively present information in one-on-one and small group situations

**APPLICATION PROCESS:**

Submit a prescreen application **with resume** to Human Resources, no later than 4pm on or before the closing date of the position.

**NOTICE: All conditions of this job posting are subject to the Sheriff's Discretion. The Sheriff's Office is an equal opportunity employer with Veterans Preference.**