



575 US-250 Greenwich, OH 44837  
(419) 962-1515 <https://mapministry.org>

**JOB TITLE:** GED Instructor

**JOB SUMMARY:** Mission to Amish People is seeking a part-time GED Instructor to help former Amish and Mennonite students prepare for the GED test. This position includes teaching Reading Language Arts, Math, Science, and Social Studies.

Classes are currently held two nights a week at the MAP office in Savannah, Ohio. MAP also desires to develop and launch an online GED program for former Amish students who live outside our local area.

## **Key Responsibilities**

- Teach GED prep classes in Reading Language Arts, Math, Science, and Social Studies.
- Conduct individualized student orientations.
- Create lesson plans that align with GED readiness standards.
- Build positive relationships with students and follow up with those who do not attend regularly.
- Help students develop employability skills for entering the workforce or advancing in their jobs.
- Organize and manage student paperwork, data, deadlines, and progress records.
- Use technology effectively for teaching, communication, and record keeping.
- Help develop and implement an online GED program for former Amish students outside the local area.
- Be willing to use tools such as Google Classroom, Google Workspace, and other digital learning platforms.
- Communicate clearly with students, staff, and ministry leadership.
- Understand that most students are former Amish or Mennonite and be willing to learn and respect their culture.
- Be flexible as the program grows and changes.

## **Qualifications:**

Since this is a self-funded GED preparation program, applicants should know all four testing areas. Having a high school diploma or GED is sufficient to tutor students in preparing for their GED. Experience in adult education is a plus.

The ideal person will be patient, organized, flexible, and able to work well with adult students from Amish and Mennonite backgrounds.

## **Program Details**

- Classes are currently held Mondays and Wednesdays from 6 PM to 9 PM.
- Classes run from September through May.
- Summer classes may be offered if needed.
- Existing curriculum can be provided for the new instructor.
- Flexibility is important as the program continues to grow.

## **Note to Future Instructor**

This GED program has been serving students for about 15 years and continues to provide a much-needed opportunity for former Amish and Mennonite adults. The local classroom program may continue as it is, but there is also room to strengthen and expand it.

One area of growth is the development of an online GED program for former Amish students who live outside our local area. The right instructor would have the opportunity to help build, organize, and implement this online program while continuing to serve local students.

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All information can be emailed to Joe Keim  
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