



GED Math Bootcamp Instructor for Winter 2026 Independent Contractor Position

Contract Summary:

Oakland Literacy Council, a nonprofit organization in Oakland County, seeks to hire an experienced high school or early college math instructor to lead a four-week, 24-hour GED Math Bootcamp, starting in January 2026.

Background:

Adult learners enrolled in Oakland Literacy Council's high school equivalency preparation program often struggle with math. They typically enter our GED preparation program with far higher scores in reading than math. They often pass the reading, social studies, and science subject tests required for the GED but cannot pass the math subject test. As a result, this bootcamp is designed to deliver intensive support to pass the math subject test.

Learners must be eligible at least a sixth-grade math level to be eligible for the bootcamp. Prior to the bootcamp, they will take the GED Ready math test, a shortened version of the actual test, and results will be shared with the instructor. At the end of the bootcamp, they will take the Ready test again. The goal is for test-takers to have scores in the passing range, so they can take the official math subject test.

Responsibilities:

- Teach a cohort of up to 12 adult learners;
- Based on a student survey, **first preference is for three-hour classes on Monday/Wednesday evenings (5:45-8:45 pm), second preference is for classes on Tuesday/Thursday evenings and for in-person instruction in Pontiac;**
- Prepare lesson plans based on the Scope and Sequence below to cover the most frequent problem areas on the GED Math test, making use of curriculum provided by Oakland Literacy Council and GED.com;
- Follow the Explicit instruction method, first modeling a math strategy, then guiding the whole class in group problem solving, followed by independent or pair practice. Practice problems should use the same format as the GED test and should include word problems in each class, with emphasis placed on translating English to equations and vice versa.

- Take attendance each day and report absences or concerns to Oakland Literacy Council's GED program coordinator who will follow up;
- Participate with the GED Program Coordinator and Executive Director in a debriefing after the bootcamp for continuous improvement purposes.

You will be a good fit for this position if you:

- Have experience teaching high school or college remedial math;
- Enjoy launching innovative programs;
- Like to build classroom community and believe that community aids persistence;
- Believe in lifting adults out of poverty through attainment of a High School Equivalency credential;
- Can work independently as well as part of a team.

Payment: This is a grant-funded position with a \$1,500 stipend. We hope the pilot program will succeed and become a bi-annual offering to the community.

Interested candidates should submit a cover letter, a resume and their availability to Laurie Weeks, program director at Oakland Literacy Council at laurie.w@oaklandliteracy.com.

Week 1 : Basic skills	
Day 1	<ul style="list-style-type: none"> • Introductions/ice breaker • Pre-bootcamp survey • Expectations, distribution of binders/calculators • UNPAC Strategy (Understand, Plan, Attack, Check) • Non-calculator practice (including word problems.): <ul style="list-style-type: none"> ○ Fractions (adding mixed) and converting between improper fractions, mixed numbers, and percentages ○ Use number line to order numbers (including fractions, decimals) and find distance ○ Factors and multiples ○ Multiplication, division • TI-30XS calculator tutorial • Class review/game • Exit survey
Day 2	<ul style="list-style-type: none"> • Check in w/each other, ice breaker, & quick review of Day 1 • Exponents <ul style="list-style-type: none"> ○ Rules of exponents ○ Simplify expressions with exponents • Roots <ul style="list-style-type: none"> ○ Square negative numbers ○ Calculate w/ squares, square roots, cubes and cube roots • GEMS order of operations (G:group symbols, E:exponents & roots; M: multiplication & division, S: subtraction and addition)

	<ul style="list-style-type: none"> • Explain data from charts and graphs • Find the mean, median, mode and range of a number set • Scatter plots • Class review/game • Exit survey
Week 2: Geometry	
Day 1	<ul style="list-style-type: none"> • Check in w/each other & Quick review of Week 1 • Two-dimensional geometry (use formula sheet) <ul style="list-style-type: none"> ○ Find area and circumference of circle ○ Find radius and diameter of a circle when given area ○ Find perimeter and area of polygons & composite shapes ○ Find side lengths of triangles, rectangles, polygons in general and when given the area or perimeter ○ Using the Pythagorean theorem for right triangles • Class review/game • Exit survey
Day 2	<ul style="list-style-type: none"> • Check in w/each other & Quick review of Day 1 • Three-dimensional geometry (use formula sheet) • Find volume of prisms, cylinders, spheres (if time, also pyramids and cones) • Find surface areas • Find missing values when given volume or surface area • Class review/game • Exit survey
Week 3: Algebra	
Day 1	<ul style="list-style-type: none"> • Check in w/each other & Quick review of Week 2 • Simply and evaluate algebraic expressions • Write, graph and solve linear equations • Solve linear inequalities • Class review/game • Exit survey
Day 2	<ul style="list-style-type: none"> • Check in w/each other & Quick review of Day 1 • Determine slope from a graph, equation or table • Find the point where two lines cross (solving two linear equations in two unknowns). • Use slope to determine whether lines are parallel or perpendicular • Create algebraic expressions to represent word problems • Class review/game • Exit survey
Week 4: Test Practice	
Day 1	<ul style="list-style-type: none"> • Check in w/each other & Quick review of Week 3

	<ul style="list-style-type: none"> • Add, subtract and multiply polynomials • Solve quadratic equations using square roots & factoring • Use the quadratic formula to solve equations in one variable • Class review/game • Exit survey
Day 2	<ul style="list-style-type: none"> • Check in w/each other & class review of Day 1, as well as review of Weeks 1,2, & 3 • Managing test anxiety and test-taking strategies • Take GED Ready Math test (in computer lab) • Celebration meal, next steps; awarding incentives • Bootcamp evaluation and post-survey