

POSITION DESCRIPTION

JOB TITLE: DAY ADULT EDUCATION AND LITERACY (AEL) BUILDING TRADES INSTRUCTOR – JOPLIN

DEPARTMENT: ADULT EDUCATION AND LITERACY (AEL)

DIVISION: STUDENT AFFAIRS

HOURLY WAGE: \$21.00

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: AEL DIRECTOR

SCHEDULE DETAILS: AEL/PART-TIME /11 HOURS PER WEEK/12 MONTH POSITION

DATE OF LATEST REVIEW/REVISIONS: January 15, 2025

Position Summary: We are seeking a dynamic and knowledgeable Instructor with experience in the building trades to join our (AEL) Instructor in the GED Test Preparation classroom. The ideal candidate will work with the (AEL) instructor to develop and deliver lessons that prepare students for the GED exam and integrate real-world applications from the building trades. This position is part of a Youth Build Project serving students 16-24 years of age who do not have a high school diploma or equivalent. The project collaborates with Adult Education and Literacy (AEL), the Joplin Job Center. The AEL portion will include two instructors: A certified AEL instructor and a building trades instructor, who will teach the academic skills with the building trades usage of those academic skills. The classroom hours of instruction for this position will be held at the Joplin Job Center over two to three days, depending on the student's needs. The approach will help students connect academic concepts with practical skills, enhancing their HSE test and vocational readiness skills.

The ideal candidate is passionate about teaching, has a strong background in the building trades, and is excited about shaping our students' future by combining academic knowledge with practical trade skills. This position has been funded for two years and is contingent on the continuation of the YouthBuild grant.

Essential Job Duties:

- Collaborate with the AEL instructor to design and implement GED-aligned lessons that incorporate building trades knowledge, such as carpentry, electrical, plumbing, and other construction-related skills;
- Teach and facilitate lessons that align with GED content areas, including Math, Science, Social Studies, and Language Arts, while using examples and projects drawn from building trades;
- Provide one-on-one and small group instruction to students, helping them understand complex academic concepts contextualized to relate to construction and the trades;
- Support the primary instructor in assessing students' progress and provide feedback to help them improve in both their academic and trade skills;
- Develop and modify instructional materials to ensure that they meet the needs of students with varying levels of knowledge and experience in the GED subjects and the building trades;
- Support students in completing an online construction certification course.
- Use instructional technology and tools to enhance student learning and engagement;
- Participate in staff meetings and professional development to continually improve teaching strategies and curriculum design;
- Substitute for the GED Instructor (AEL will pay for the Missouri DESE Substitute Certification and online course).
- Foster a positive and inclusive learning environment that encourages student participation, collaboration, and motivation;
- Instruction must be implemented as Active Instruction that engages students: Whole group, Guided practice, independent practice, and Reflection;
- Assist with AEL Orientation and student enrollment following program enrollment procedures;
- Conduct pre- and post-testing (assessment) and maintain documentation;
- Maintain confidential participant files, student folders, and classroom records accurately in the program;

- Maintain, complete, and submit confidential participant files, document in student work folders, and keep classroom records accurately;
- Establish and maintain appropriate relationships with students and staff;
- Work collaboratively with other instructors and trainers;
- Work collaboratively with area agencies and industry;
- Assist with students follow up and tracking;
- Patience, flexibility and a passion for helping adult learners succeed in both academic and vocational areas;
- Fulfill any other duties as assigned which job-related circumstances may demand.

Required Knowledge, Skills & Abilities

- A High School Diploma or Equivalency is required.
- At least 5 years of experience in the building trades (e.g., carpentry, electrical, plumbing, construction management) is required.
- Ability to obtain a DESE Substitute Certification (AEL will pay for the online training)
- Ability to collaborate with the building trades trainers who are doing the hands-on training so the in-class GED preparation and hands-on training coordinate.
- Excellent communication skills, with the ability to explain complex ideas in ways that are accessible to students with diverse learning styles.
- Patience, flexibility and a passion for helping adult learners succeed in both academic and vocational areas.
- Must pass a background check.
- Ability to establish and maintain positive working relationships with college personnel, students, and external college contacts.

Preferred Knowledge Skills & Abilities

- Associate's degree is preferred
- Missouri DESE Substitute Certification
- Teaching or training experience is preferred.

Information Technology Abilities

- Ability to operate standard office equipment such as computers, copiers, and telephones.
- Ability to use Microsoft Outlook Mail, Word, and Teams
- Ability to use online platforms for instruction in the classroom

Positions Supervised

- None

Working Environment

- Generally, indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A neat appearance and appropriate professional apparel are required.

Physical

- Sedentary work involving sitting part of the time but will involve mobility within the workplace and external locations.
- Input and access information using computers.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including students, instructors, and the public.

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