

POSITION DESCRIPTION

JOB TITLE: ADULT EDUCATION AND LITERACY (AEL) INSTRUCTOR McDONALD COUNTY CAMPUS DAY

DEPARTMENT: ADULT EDUCATION AND LITERACY (AEL)

DIVISION: STUDENT AFFAIRS

HOURLY WAGE: \$20.00

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: AEL DIRECTOR

SCHEDULE DETAILS: PART-TIME 8 -10 hours a week 12 MONTH POSITION

DATE OF LATEST REVIEW/REVISIONS: March 23, 2023

Position Summary The instructor provides AEL one-to-one, small group in-person, and remote instruction, administers and analyses student assessments, provides classroom orientation, maintains classroom documents and reports, establishes and maintains positive classroom relationships with students of all ages, and completes other activities that support the objectives, as assigned. The classes will be held two days a week during morning and/or afternoon hours on the McDonald County Campus in Jane. The class schedule (days and times) can be set by the AEL Instructor and the partners in which we share the room (on alternating days).

Essential Job Duties

- Provide basic academic skills, high school equivalency test prep instruction, college placement test review and student career planning in a multi-level, varied age-range classroom of students in subjects including writing, mathematics, science, social studies, and reading;
- Instruction must be implemented as Active Instruction that engages students: Whole group, Guided practice, independent practice and Reflection;
- Prepare lesson plans and classroom activities according to multiple learning styles;
- Conduct 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;
- Flip the classroom to virtual instruction, when necessary;
- Participate in professional development;
- Establish and maintain appropriate relationships with students and staff;
- Work collaboratively with other instructors;
- Work collaboratively with area agencies and industry;
- Assist with marketing AEL services in the community;
- Conduct student follow up and tracking;
- Attend staff development, staff meetings;
- Fulfill any other duties as assigned which job-related circumstances may demand;
- Assist students in advancing or retaining positions within their company;
- Willingness to work with the AEL Student Advocate to transition students to college or career;
- Willingness to follow the guidance of the site and program lead instructors;
- Willingness to be mentored for 2 years.

Required Knowledge, Skills & Abilities

- Bachelor's Degree

- Requires Adult Education and Literacy Certification or ability to obtain within three months of hire date. The virtual Pre-Certification Workshop and Beginning Teacher Assistance Program session are two-day specific days once a month.
- Must pass background check.
- Ability to establish and maintain positive working relationships with college personnel, students, and external college contacts.

Preferred Knowledge Skills & Abilities

- Teaching experience preferred.

Information Technology Abilities

- Ability to operate standard office equipment such as computers, copiers, projectors, and telephones.
- Ability to use Missouri AEL data system.
- Ability to use online platforms for instruction

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 business-like apparel are required.

Physical

- Sedentary work involves 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 general public.

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