

POSITION DESCRIPTION

JOB TITLE: ADULT EDUCATION AND LITERACY (AEL) INSTRUCTOR EVENING, NOEL, MISSOURI

DEPARTMENT: ADULT EDUCATION AND LITERACY (AEL)

DIVISION: STUDENT AFFAIRS

HOURLY WAGE: \$20.00

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: AEL DIRECTOR

SCHEDULE DETAILS: AEL/PART-TIME/ 8 HOURS PER WEEK/ 10-12 MONTH POSITION

DATE OF LATEST REVIEW/REVISIONS: November 6, 2023

Position Summary

The ADULT EDUCATION AND LITERACY (AEL) INSTRUCTOR works 8 hours a week for 10-12 months. The AEL Instruction is provided at the Noel Housing Authority Building. The instructor provides AEL one-to-one and 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 17 years of age and older, and completes other activities that support the objectives, as assigned. The position is 10 to 12 months because summer classes depend on the preference of the instructor. The class times are currently Tuesday and Thursday 5:00 pm to 8:00 pm. They could be held on Monday and Wednesday evening or Monday and Thursday if the new instructor prefers.

Essential Job Duties:

- Provide English instruction in a multi-level, varied age-range, multi-language classroom of students;
- Prepare lesson plans and classroom activities according to multiple learning styles;
- Conduct student enrollment following enrollment procedures at class site;
- Conduct pre- and post-testing (assessment) and maintain documentation;
- Maintain, complete, and submit confidential participant files, public student folders, and classroom records accurately;
- Participate in professional development;
- Establish and maintain appropriate relationships with students and staff;
- Work collaboratively and professionally 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 a company;
- Ability to provide Instruction in person and remotely (when circumstances occur that require remote instruction.)

Required Knowledge, Skills & Abilities

- Bachelor's Degree
- Requires Adult Education and Literacy Certification or ability to obtain within three months of hire date. (Two-Day Virtual Professional Development PCW/ BTAP and mentoring to be completed after hire.)
- 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 accommodation 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 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 employee must frequently lift and/or move up to 50 pounds.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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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