

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: 9 to 12 months	Title ADULT EDUCATION & LITERACY INSTRUCTOR W/ WRITING EMPHASIS Neosho Adult Education and Literacy
Revised: 04/08/2015	Department AEL
Level: N.A.	IPEDS FACULTY
FLSA: Non-Exempt	Reports to AEL Director

POSITION SUMMARY

The Adult Education and Literacy (AEL) instructor with writing emphasis is part-time 20-24 hours per week for 9 to 12 months. Instruction is provided at the Neosho Adult Education and Literacy classroom located on the Crowder College campus. The instructional schedule is subject to change but includes daytime instruction Monday thru Thursday. The instructor provides high school equivalency instruction and COMPASS test preparation in a wide variety of subjects through one-to-one and small group instruction. Instructor also administers and analyzes 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. This position requires an emphasis on writing, to compliment the AEL math instructor, and the ability to work well on a teaching team. This position serves as the point-of-contact for on-site operations including managing supply inventory, classroom set-up, and at the request of the Director, communicating with outside program partners. It is expected this position will actively engage in and support the development of program initiatives, assist with mentoring new AEL instructors, and participate in state-wide professional development activities.

MAJOR FUNCTIONS

1. Provide high school equivalency instruction in a multi-level, varied age-range classroom of students in subjects including writing, mathematics, science, social studies, reading, digital literacy, college and career planning;
2. Prepare lesson plans and classroom activities according to multiple learning styles;
3. Conduct student enrollment following enrollment procedures at class site;
4. Conduct pre- and post-testing (assessment) and maintain documentation;
5. Maintain, complete, and submit confidential participant files, public student folders, and classroom records accurately;
6. Participate in professional development;
7. Establish and maintain appropriate classroom relationships with students;
8. Work collaboratively with area agencies and industry;
9. Assist with marketing AEL services in Barry and Lawrence counties;
10. Conduct student follow up and tracking;
11. Serve as primary onsite point-of-contact for other instructors and outside agencies;
12. Manage supply inventory and requests for the Monett center
13. Attend staff development, staff meetings, and HSE graduation; and
14. Fulfill any other duties as assigned which job-related circumstances may demand.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

Bachelor's Degree required. Master's degree preferred.

Requires Adult Education and Literacy Certification including a two day training in Columbia, MO within three months of hire date.

Must pass background check.

Teaching experience preferred.

Ability to establish and maintain positive working relationships with college personnel, students, and external college contacts is critical.

EQUIPMENT/SOFTWARE

1. Ability to operate standard office equipment such as computers, copiers, and telephones.
2. Utilize a variety of instructional software programs;
3. Utilize technology including Microsoft Office (Word, Excel, Outlook, PowerPoint);
4. Participate in online webinars and meetings using online meeting programs;

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Usually indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

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

CREATIVE AND ANALYTICAL SKILLS

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

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including students and the general public.
2. Ability to read and understand correspondence
3. Ability to write reports and business correspondence.
4. Ability to effectively present information and respond to questions.