

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> Part-Time, 9 to 11 months, 10 hrs/wk	<b>Title</b>	MATH INSTRUCTOR - ADULT EDUCATION & LITERACY
<b>Revised:</b> 09/04/2014	<b>Department</b>	AEL
<b>Level:</b> N.A.	<b>IPEDS</b>	FACULTY
<b>FLSA:</b> Non-Exempt	<b>Reports to</b>	AEL Director

**POSITION SUMMARY**

The Adult Education and Literacy (AEL) math instructor is part-time, 9 to 11 months, and may be split among AEL day and evening classes. Approximately 10 hours per week. Instruction is provided in the AEL Classroom on the Crowder College campus in Neosho. The instructor provides high school equivalency instruction in mathematics through one-on-one and small group instruction, 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.

**MAJOR FUNCTIONS**

1. Provide HSE and COMPASS Prep instruction in a multi-level, varied age-range classroom of students in the subject of mathematics
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. Provide professional and appropriate communication to and from students, staff, and stakeholders;
9. Utilize a variety of instructional software programs;
10. Utilize technology including Microsoft Office (Word, Excel, Outlook);
11. Participate in online trainings and meetings using online meeting programs;
12. Conduct student follow up and tracking;
13. Attend staff development, staff meetings, and high school equivalency graduation; and
14. Fulfill any other duties as assigned which job-related circumstances may demand.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

Bachelor's Degree required.

Ability to complete Adult Education and Literacy Certification required.

Must pass background check.

Teaching experience preferred.

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

**EQUIPMENT/SOFTWARE**

Ability to operate standard office equipment such as computers, copiers, and telephones.

**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.