

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> Part-Time, 9 to 11 months	<b>Title</b> MOUNT VERNON ADULT EDUCATION & LITERACY INSTRUCTOR
<b>Revised:</b> 01/24/2014	<b>Department</b> AEL
<b>Level:</b> N.A.	<b>IPEDS</b> FACULTY
<b>FLSA:</b> Exempt	<b>Reports to</b> AEL Director

**POSITION SUMMARY**

The Adult Education and Literacy (AEL) instructor is part-time 18-24 hours a week, 9 to 11 months. The instructional schedule is subject to change but includes day instruction Monday thru Thursday and evening instruction two nights a week. If applicants prefer only day or evening, two positions may be offered. The classes are located at the Missouri Rehabilitation Center in Mount Vernon, MO. The instructor provides instruction in a wide variety of subjects including basic academic skills, high school equivalency test preparation, COMPASS® test preparation, and career planning, through one-on-one and small group instruction. The instructor 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 basic academic skills, high school equivalency test prep instruction, COMPASS 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;
2. Prepare lesson plans and classroom activities according to multiple learning styles;
3. Conduct AEL Orientation and student enrollment following program enrollment procedures;
4. Conduct pre- and post-testing (assessment) and maintain documentation;
5. Maintain confidential participant files, student folders, and classroom records accurately in the program filing system and complete and submit reports in a timely manner;
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 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. Teaching experience preferred.

Ability to complete Adult Education and Literacy Certification that is required after hire date.

Must pass background check.

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  
Ability to utilize Microsoft Office (Word, Excel, Outlook) and to participate in online meeting and webinars

**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