

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: Part-Time, 12 months	Title NEOSHO ADULT EDUCATION & LITERACY ASSISTANT INSTRUCTOR
Revised: 03/22/2018	Department AEL
Level: N.A.	IPEDS FACULTY
FLSA: Exempt	Reports to AEL Director

POSITION SUMMARY

The Adult Education and Literacy (AEL) Assistant Instructor is part-time 20 hours a week for 12 months. This position would help the classroom teacher during hours when classroom attendance is high. Additionally, assist with proctoring TABE tests. The regular classroom AEL Instructor has hours Monday through Friday 8:00-12:00 and Monday through Thursday 3:00-8:00. The instructional schedule could possibly flex from day to day but would be steady hours. The classes are located in Newton Hall on the campus of Crowder College. The start date for training would be immediately after hire date. The AEL Instructor provides instruction in a wide variety of subjects including basic academic skills, high school equivalency test preparation, college placement test preparation, and career planning, through whole group, small groups and one-on-one 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. The AEL Assistant Instructor will train to become a Certified AEL Instructor through on the job training in the classroom and will be responsible for any of the duties that the regular teacher needs completed.

MAJOR FUNCTIONS

1. 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;
2. Instruction must be implemented as Active Instruction that engages students: Whole group, Guided practice, Independent practice and Reflection.
3. Prepare lesson plans and classroom activities according to multiple learning styles;
4. Conduct AEL Orientation and student enrollment following program enrollment procedures;
5. Conduct pre- and post-testing (assessment) and maintain documentation;
6. Maintain confidential participant files, student folders, and classroom records accurately in the program filing system and complete and submit reports in a timely manner;
7. Participate in assigned professional development;
8. Establish and maintain appropriate classroom relationships with students;
9. Provide professional and appropriate communication to and from students, staff, and stakeholders;
10. Utilize a variety of instructional software programs;
11. Utilize technology including Microsoft Office (Word, Excel, Outlook);
12. Participate in online trainings and meetings using online meeting programs;
13. Conduct student follow up and tracking;
14. Attend staff development, staff meetings, and HSE graduation; and
15. Fulfill any other duties as assigned which job-related circumstances may demand.
16. Willingness to be flexible and adjust to change.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's Degree required. Teaching experience preferred.
2. Ability to complete Adult Education and Literacy Certification that is required after hire date (Two days in May, 2018 in Jefferson City, MO. Travel to this training is paid.)
3. Must pass background check.

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

EQUIPMENT/SOFTWARE

1. Ability to operate standard office equipment such as computers, copiers, and telephones
2. Ability to utilize Microsoft Office (Word, Excel, Outlook), assist students with online accounts for instructional subscriptions 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