

ADULT EDUCATION AND LITERACY INSTRUCTOR

The Adult Education and Literacy (AEL) instructor is part-time, 9 to 11 months, and may be split among AEL programs. Instruction is provided at numerous class sites in Barry, McDonald, Newton, and Lawrence counties. The instructor provides High School Equivalency instruction in a wide variety of subjects 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. The instructor is directly supervised by the AEL Director. Bachelor's degree and ability to complete the Adult Education and Literacy Certification required. Must pass background check. Teaching experience preferred.

Job Responsibilities:

1. Provide high school equivalency classroom instruction 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 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, PowerPoint);
11. Participate in online trainings and meetings using online meeting programs;
12. Conduct student follow up and tracking;
13. Coordinate with the AEL Transition Specialist to bridge the gap between AEL and college, job training and or job with a career ladder.
14. Attend staff development, staff meetings, and high school equivalency graduation; and
15. Fulfill any other duties as assigned which job-related circumstances may demand.