

**CROWDER COLLEGE  
POSITION DESCRIPTION**

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| <b>Status:</b> Full Time,<br>12 months | <b>Title</b>      | ADULT EDUCATION AND LITERACY<br>LEAD INSTRUCTOR |
| <b>Revised:</b> 5-2-19                 | <b>Department</b> | AEL   |
| <b>Level:</b> NA                       | <b>IPEDS</b>      | FACULTY   |
| <b>FLSA:</b> Exempt                    | <b>Reports to</b> | AEL Director                                    |

**POSITION SUMMARY**

Serve as the Lead Instructor of an Adult Education and Literacy (AEL) team using contemporary, research-based curriculum to build students' academic skills and behaviors to support successful completion of College and Career Preparation including but not limited to high school equivalency test and other personal goals. Lead curriculum development and modification and align with both College and Career Readiness Standards and HiSET test objectives. The Lead Instructor will train peers, participate in local and state AEL training and advocate for students demonstrating sensitivity to and understanding of the diverse academic, socioeconomic, ethnic and cultural backgrounds of AEL students, including those with physical and learning disabilities as related to learning styles and modes. Work a varied schedule which will include evening hours. Travel within the Crowder College area and periodically statewide.

**MAJOR FUNCTIONS**

1. Learn and keep current with AEL program requirements, goals, and methods;
2. Conduct effective teaching in a variety of contemporary formats including technology;
3. Provide a positive, student-centered environment committed to AEL student success by consideration of learning styles, modes and methods;
4. Create enthusiasm for learning and the subject and incorporate motivational strategies emphasizing relevancy;
5. Encourage student participation and responsibility for learning experiences;
6. Build student pride in self-accomplishment; self-worth;
7. Collaborate with students to determine and plan for their learning goals and provide timely feedback;
8. Learn about and refer students to services and resources for their benefit;
9. Assess students, document attendance and progress according to AEL requirements;
10. Assist with transition and referral of AEL students to other college programs including credit and noncredit coursework. Refer AEL students to college and community resources;
11. Development and implementation of AEL curriculum;
12. Train peer instructors;
13. Prepare and submit all reports of student outcomes and learning gains in a timely manner;
14. Use data for program improvement;
15. Maintain standards of professional conduct and ethics appropriate to the professional position; serve on committees and assume other duties as assigned;
16. Participate in local and state staff development and training;
17. Communicate effectively with students, staff and collaborating programs;
18. Build collaborations with students, staff, and administrators, and partnering programs;
19. Assist in the budgeting and scheduling processes as requested by the supervisor;

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Bachelor's Degree required.
2. Requires Adult Education and Literacy Certification.
3. Must pass background check.
4. Teaching experience preferred.
5. 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. Able to use various online educational products.

**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.
3. The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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, instructors 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.