

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** AEL Coordinator (ABE and adult ESL)

**Terms of Employment:** 12 month contract; 220 days

**FLSA Status:** Exempt

**Reports To:** Director of Career and Technology Center

**Brief Description of Position:**

The AEL Coordinator is responsible for the administration of the District's adult education and literacy program.

**Required Qualifications:**

- Bachelor's degree or above.
- Adult education and/or secondary teaching experience with at risk students.
- Prior management/budget experience.
- Ability to work with a diverse population with a variety of beliefs.
- Ability to manage multiple programs/class sites with minimal supervision.
- Ability to travel to program class sites with counties served and to DESE meetings as required.
- Obtain and maintain AEL certification upon employment.
- Willingness to interact with the community at large in promoting the AEL program.
- Effective communication (written and oral) skills.

**Essential Duties and Responsibilities:**

- Manages multi-level ABE and adult ESL programs located at multiple sites.
- Oversees AEL budget according to DESE and school district policies.
- Coordinates overall ABE/ESL curriculum according to DESE guidelines.
- Works with AEL Advisory Committee in promoting AEL within communities being served.
- Models successful work habits and goal setting for teachers and students.
- Promotes student transitions to post-secondary and/or employment.
- Establishes a trusting, comfortable environment throughout the program that fosters learning.
- Develops and maintains a supportive relationship with colleagues.
- Meets established timelines and completes paperwork accurately and on-time.
- Assists teachers in meeting professional development goals.

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes requiring safety protocols/precautions. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between class sites and required meetings will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 1, 2013