

Cape Girardeau Public School District No. 63
Job Description

Job Title: Adult Education Instructor

Terms of Employment: 183-day contract; salary based on Teacher Salary Schedule and grant funds available.

FLSA Status: Exempt

Reports to: AEL Coordinator

Brief Description of Position:

The Adult Education Instructor facilitates meaningful learning of the course competencies in the curriculum and proactively supports all facets of the learning environment.

Required Qualifications:

- Bachelor's degree or higher
- AEL certification or ability to complete certification if hired
- Experience working with diverse population with varying beliefs
- Ability to work independently with minimal supervision
- Ability to manage a multi-level adult classroom
- Effective oral and written communication skills
- Working knowledge of Microsoft Office programs including Word, Excel, and PowerPoint.

Preferred Qualifications:

- Adult education or secondary education teaching experience with at risk students
- Proven leadership and management capability with possibility of advancement to full-time position
- Willingness to interact with the community at large in promoting program

Essential Duties and Responsibilities:

- Team teaches in a diverse, multi-level adult education classroom.
- Uses active instruction to involve students in learning.
- Assists students in core subject cares (math, reading, language, social studies, and science).
- Promotes AEL within community being served.
- Models successful working habits and goal setting for students.
- Promotes student transitions to post-secondary and/or training.
- Establishes a trusting, comfortable environment that fosters learning.
- Develops and maintains a supportive relationship with colleagues.
- Meets established timelines and completes paperwork accurately and on-time.
- Maintains adult education certification through professional development.

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.

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