

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

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**Job Title:** Adult Education & Literacy Instructor (part-time, days)

**Terms of Employment:** 16.00 hours per week. This position is dependent upon available grant funding.

**FLSA Status:** Exempt

**Reports to:** AEL Coordinator

**Brief Description of Position:**

The Adult Education & Literacy 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
- Willingness to interact with the community at large in promoting program

**Essential Duties and Responsibilities:**

- Uses instructional techniques appropriate to the lesson.
- Develops and enhances positive student self-concept and attitude towards learning.
- Evaluates and provides feedback on student progress during instruction.
- Organizes classroom materials and manages students.
- Manages student behavior.
- Participates in ongoing professional growth.
- Communicates effectively and professionally with colleagues, parents and students.

This position is for three evenings per week during the school year and may include four weeks of evening summer school. Compensation is in accordance with AEL teacher salary schedule.

**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