



## **Job Description: Part-time Adult Education & Literacy Instructor**

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The part-time Adult Education & Literacy (AEL) Instructor shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be determined by the Board of Trustees upon the recommendation of the President. This position reports to the Adult Education & Literacy Director.

### **QUALIFICATIONS:**

This position requires a minimum of a Bachelor's degree and certification from the State of Missouri to teach Adult Education & Literacy.

### **DESCRIPTION:**

This position will be responsible for teaching the HiSET curriculum to adult classes at the Moberly Area Community College Adult Education & Literacy (MACC AEL) Program to prepare students to obtain a high school equivalency certificate. This is a ten (10) hour per week part-time position.

The part-time AEL Instructor shall:

1. Provide for student recruitment and follow-up;
2. Establish and maintain a class roll record;
3. Determine appropriate student orientation according to referring agency;
4. Maintain sign up for appropriate orientation and inform AEL Director when designated number of students are ready for orientation;
5. Provide ample time for the enrollment interview and orientation of students;
6. Develop and provide a personalized program of instruction for each student;
7. Provide for and supervise maintenance of individual student folders;
8. Direct, guide and evaluate student progress;
9. Provide referral information to students who need services, job information, or additional educational opportunities;
10. Aid in the selection and development of instructional materials;
11. Request all necessary materials needed;
12. Maintain inventory of all books and materials;
13. Complete and return to the Director any and all forms necessary for the operation of a successful AEL program;
14. Keep a staff semi-monthly time sheet;
15. Attend all local and state workshops and staff development training required to maintain certification;
16. Provide direct supervision of volunteers;
17. Perform other duties as assigned by the Director of the AEL Program, the Dean of Career and Technical Education or as designated by the President.