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. Attend at least 20 hours of approved professional development trainings per fiscal year;
2. Attend local and state professional development workshops;
3. Maintain daily hours worked in the ezLaborManager system;
4. Provide the director with all required records and reports;
5. Assist in selection and development of instructional materials;
6. Develop and maintain community awareness and contacts for AEL Program;
7. Execute systematic recruitment and follow-up plans for AEL students;
8. Develop and provide individualized program of learning for each student;
9. Provide for and supervise maintenance of student folders;
10. Direct, guide, and evaluate student progress;
11. Cooperate and assist the Case Advocate in providing guidance and referral information to students for needed services, job information, and additional educational or vocational information;
12. 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.