

**JOB TITLE:** Adult Education and Literacy (AEL) Instruction Coordinator

**DEPARTMENT:** AEL

**LOCATION:** Union Campus

**REPORTS TO:** Director, AEL

**FLSA:** Non-Exempt

**LEVEL:** 201

**DATE:** 04/26/18

**POSITION SUMMARY:** AEL Coordinator is responsible for providing program support to the AEL program through updating and creating curriculum, creating and scheduling group instruction, substitute teaching in the AEL classroom, and transition support for students completing the AEL program. Case manager for students transitioning to post-secondary or vocational education.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of Bachelor's degree in related field and AEL Certification; and prefer two years adult education related experience.

**ESSENTIAL TASKS:** *Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.*

- Create, catalog and update lesson plans for AEL CCR & ELA classrooms
- Prepare outline of instructional programs, lesson plans, and establish course goals
- Update curriculum in Moodle class sites
- Support teachers and students on technical and scheduling issues
- Assist students from diverse backgrounds and learning levels with patience.
- Assist students with instructional computer assisted programs and computer access issues
- Direct, guide and evaluate student progress
- Identify and assist students as they transition to post-secondary education or career training.
- Work collaboratively with Central Workforce Development and Jefferson Franklin Consortium partners, local industry and educational institutions.
- Maintain individualized plans for each student identified for transition services reportable to DESE.
- Represent the AEL program as needed to partner institutions, local industry and community organizations.
- Responsible for day-to-day activities and case management of AEL transitions program
- Ability to travel to off-campus sites
- Maintain appropriate records for the program, student progress, and additional records as needed.
- Maintain certification by participating in required annual professional development training for recertification
- Monitor activity in the classroom to help ensure a professional and student focused learning environment.
- Assist with the assessment process (including scheduling and administering placement tests, scoring, data entry, and reports.)
- Assist with training of new AEL instructors regarding testing and classroom instruction.
- Adjustment of hours involving evening and/or weekend work may be required
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of college and department policies, procedures, and practices with the ability to answer work related questions; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title II of the Adult Education and Family Literacy Act, Title VII, Title IX, ADA and other applicable laws pertaining to employment and education; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; strong interpersonal skills, including ability to

relate to a variety of people in different age groups; ability to participate as a team member; ability to understand and interpret rules and regulations, and ability to adjust to change; ability to handle confidential material judiciously; ability to manage multiple projects; broad knowledge of teaching strategies and learning styles; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to respond meaningfully to the needs of individuals with respect and sensitivity; excellent customer service skills; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to exchange ideas, facts, information, and opinions effectively and accurately with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to direct, manage or lead others; establish and maintain effective and collaborative working relationships with faculty, staff, other departments, students, and the public; may develop and administer operational programs and responsible for short-term and long-term planning; comply and enforce policies, procedures, and instructions.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions; ability to use independent judgment and discretion; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures, assign duties, promote efficiency; develop and maintain budget; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- **Environment:** Work is performed primarily in a standard classroom and/or office setting with frequent interruptions and distractions; will require flexible schedule to work evenings and/or weekends; available to travel to participate in meetings, conferences, and other activities related to the position duties.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to regularly stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight;

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. I acknowledge that this job description indicates the general nature and level of work to be performed and that I am responsible for performing these duties. I acknowledge that the duties and job description are subject to change.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*