

ST. JOSEPH

SCHOOL DISTRICT

Position Title: AEL Teacher

Qualifications:

Required: Bachelor's Degree in Education (or related field). Requires a Missouri Teacher Certification and an AEL Certification; must maintain professional development hours (20 hours per fiscal year).

Preferred: Must have three to five years of experience teaching in elementary or secondary education. Deep understanding of AEL standards and requirements. Proficient in Microsoft Office programs and general office equipment.

FLSA: Exempt

Salary Schedule: Per Approved Adult Ed Salary Schedule

Direct Report: Supervisor of Adult Education

Terms of Employment: 12 Month

Eligible for emergency telework: With Supervisor approval

Purpose: Provides basic instruction and study aids for non-traditional adult students (over age 17) who wish to learn reading, language, and math skills, primarily to prepare for the high school equivalency test. Provides assessment, study guides, books, and teaching for students in an individual study setting.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- To "telework" when requested by the District.
- Prepare and teach group lessons; teach individual studies for approximately 100-120 minutes of each class.
- Administer TABE entrance and progress tests under times, controlled conditions, to evaluate students' skill levels.
- Assess test results, design individuals' study guides, instruct students one-on-one.
- Make and maintain student information, test results, goal statements, and learning style inventories, as well as daily lesson work. Reports are taken to the AEL office at Webster Learning Center.
- Attending meetings and in-service training.
- Other assigned duties.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.

Updated 11/19/2020