

**PANOLA COLLEGE
JOB DESCRIPTION**

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| JOB TITLE: | Instructor – Adult Education & Literacy | FLSA status: | Non-Exempt |
| DEPARTMENT: | Workforce and Economic Development | REPORTS TO: | Director of AEL Program |

Position summary: No job description can specify every professional responsibility of the faculty member. When an individual accepts a full-time teaching assignment, he or she assumes the responsibility of meeting the needs of students and of actively assisting the College as it strives to fulfill its goals and objectives. These responsibilities may therefore require the faculty member to undertake professional duties not specifically mentioned in the job description. The faculty member is generally responsible for the overall duties associated with instructing students. The faculty member is generally responsible for the overall duties associated with instructing students. The faculty member shall be directly responsible to the appropriate administrator for the following duties and responsibilities. This position is totally grant funded.

Position responsibilities:

- Coordinate class schedule with program director.
- Register students during first class attendance.
- Assess students within two class sessions following registration and orientation.
- Deliver on-site instruction.
- Develop appropriate curriculum, including life skills, parenting skills, workforce skills during orientation and as an ongoing instructional component.
- Instruct any or all of the following courses: ESL, Adult Education Literacy, Life Skills, and Computer Literacy.
- Provide documentation on weekly basis as necessary for administrative purposes, including but not limited to, registration forms, class attendance records, student assessments, student referral forms, time sheets, and other reports as needed.
- Provide referrals for other support services where and when available.
- Attend professional development as required by state mandates.
- Show effective team based working skills.
- Enter information on a timely basis in databases including but not limited to TEAMS.
- Assist with marketing and student follow-up.
- Assist with grant writing when necessary.
- Familiarize self with school policies.
- Serve as a good public relations agent in the classroom and in the community.
- Remain loyal to the College and its purpose.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree required. Teacher's Certification preferred. Past experience with adult education preferred. Must have demonstrated ability to work independently and as part of a team; communicate effectively with workforce development, correctional officers and education leaders one-on-one and in group settings.

Knowledge, Skills, and Abilities Required:

- Must have a commitment to the philosophy of the college.
- Must have strong organizational and management skills, ability to think critically, and an understanding of teaching adult learners, and compassion for people in general required.
- Must be knowledgeable in Microsoft Office software.
- Must be willing to have a flexible schedule and the ability to handle change well.
- Must be willing to work under deadlines and have the ability to handle more than one task at a time.
- Must have some experience working with youth-at-risk population and juvenile probation services.
- Ability to demonstrate consideration of others.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read and write the English language effectively.
- Ability to clearly and effectively present ideas in discussion and oral presentations.

- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.