



ADULT EDUCATOR

Job Description Form

Division/Department	Center For Educational Opportunity & Career Pathways		
Location	2010 Bridge SW, Albuquerque, NM 87105		
Reports to	Tara Armijo-Prewitt	<i>Title</i>	Center Director

Level/Grade	Type of position:	Hours: <u>24</u> / per week
5	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

SUMMARY

Responsible for teaching classes to adults, including curriculum development, lesson planning, and evaluation of student outcomes.

RESPONSIBILITIES

- Provides classroom instruction in Adult Education at several levels.
- Evaluates students' progress regularly including using standardized assessment tools.
- Maintains current records on all students, including accurate attendance records.
- Develops, revises and evaluates curriculum to meet the needs of the students.
- Respond appropriately to the cultural differences present among the students.
- Demonstrate the mission, vision, work, and core values and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- Complete all other duties as assigned.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Physical Demands: Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment. In addition, when necessary, this position will help perform maintenance duties and cleaning/preparation of vacant units.

WORK EXPERIENCE REQUIREMENTS

- One year of experience teaching adults.
- Experience with Distance Learning/Online Teaching.
- Experienced in ESL and HSE best practices.
- Intermediate computer competency in MS Office and Windows.
- Must be able to work independently with minimum supervision and able to relate to the public.
- Multicultural experience preferred.

EDUCATION REQUIREMENTS

- Bachelor's degree OR a satisfactory equivalent combination of education and experience.
- NM Teaching Licensure preferred.
- Certification in TESOL or bilingual education for ESL preferred with Adult Education experience.

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<ul style="list-style-type: none"> - Bilingual in English/Spanish will be required for specific positions; preferred for others. 			

Employee's Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	