

JOB DESCRIPTION:	AES Instructor (Adult Education Services)		
DEPARTMENT:	Academic Affairs		
REPORT TO:	AES Manager		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	# 408000	DATE APPROVED:	14-APR-2021
		DATE MODIFIED:	03-FEB-2026

SUMMARY: Works to increase the educational level of students through non-credit course instruction in Adult Basic Education, Adult Secondary Education/ High School Equivalency, and/or digital literacy courses.

DUTIES:

1. Provides educational instruction in assigned subject/topic areas to include reading, writing, mathematics, digital skills, career preparation, and other topics as assigned using teaching methods designed for a variety of learning styles and abilities and aligned to CCRS standards.
2. Responsible for teaching classes, preparing lesson plans, and comprehending assessments in various subject areas to prepare students for the HiSet® and/or GED®, improve basic education skills, and/or develop digital literacy.
3. Teaches lecture/lab courses in the core subjects as assigned, including Math, Language Arts, Science, Social Studies, Reading, career preparation and/or digital literacy.
4. Provides a wide range of teaching strategies to a diverse student community based on student assessment results (TABE), data analysis, reflection, observation, implementation, and evaluation.
5. Provides contextualized instruction to include technology and employability skills.
6. Uses course texts, outlines, syllabi, and other curriculum materials in accordance with program and state standards.
7. Participates in curriculum development and program improvement activities including textbook, equipment, and other and instructional material recommendations.
8. Remains current in discipline(s) taught, of instructional methods and new technologies pertinent to areas of assignment; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to assist and support student success.
9. Seeks to create a supportive learning environment that is conducive to helping students reach their personal, academic, and professional goals including contacting absent students, conducting individual conferences, and referring students to program staff for additional support and resources.
10. Maintains accurate and timely records according to federal, state, and program guidelines, practices, policies, and laws.
11. Participates in and documents required professional activities.
12. Participates in activities related to student recruitment, retention, and graduation.
13. Engages in collaborative meetings and activities to enhance and support program success
14. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree required. Master's degree preferred. One year of teaching, tutoring, or training experience in a secondary, postsecondary, or corporate training environment preferred. Specific experience with online instruction and educational technology

is preferred. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Knowledge of Western New Mexico University's mission, goals, and objectives for student educational opportunities. Knowledge of the University's policies, procedures, and operating standards. Knowledge of the principles, practices, methods of program review, assessment, and evaluations. Knowledge of the principles and practices of grant writing. Ability to communicate effectively both verbally and in writing. Skill in establishing and maintaining strong interpersonal skills and ability to work effectively with a wide range of constituencies in a diverse community including staff, instructors, students, outside vendors, contractors, service agencies, local school personnel and various state and local agencies. Skill in interpreting and assessing situation issues and concerns. Skill in establishing and maintaining a position of leadership. Skill in presenting a variety of educational programs and presentations to various audiences with varying levels of understanding and interest. Ability to perform complex tasks and prioritize multiple projects. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations– Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)