

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> Part-Time, 12 months	<b>Title</b>	ENGLISH AS A SECOND LANGUAGE ASSISTANT INSTRUCTOR (Resettlement Educational Assistance Project) NOEL, MO
<b>Revised:</b> 6/28/2016	<b>Department</b>	AEL
<b>Level:</b> N.A.	<b>IPEDS</b>	FACULTY
<b>FLSA:</b> Exempt	<b>Reports to</b>	AEL Director

**POSITION SUMMARY**

The ENGLISH AS A SECOND (ESL) LANGUAGE ASSISTANT INSTRUCTOR works approximately 4-6 hours one day a week for 12 months. Instructional support is provided at the REAP Project-First Baptist Church Family Life Center. The Assistant Instructor maintains classroom documents and reports, establishes and maintains positive classroom relationships with students of all ages, and completes other activities that support the objectives, as assigned. The project lead/lead instructor provides supervision of all staff involved with the REAP Project. It is expected this position will actively engage in and support the classroom instructor and students and participate in state-wide professional development activities if necessary.

**MAJOR FUNCTIONS**

1. Assist with student enrollment following enrollment procedures at class site;
2. maintain pre-and post-test documentation;
3. Support Instructors to maintain, complete, and submit confidential participant files, public student folders, and classroom records accurately;
4. Participate in professional development;
5. Establish and maintain appropriate relationships with students and staff;
6. Work collaboratively with area agencies and industry;
7. Conduct student follow up and tracking;
8. Complete End of Month Report for all of the REAP classes;
9. Track REAP student attendance;
10. Manage supply inventory and requests for the Noel REAP center;
11. Attend staff development, staff meetings;
12. Fulfill any other duties as assigned which job-related circumstances may demand.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Bachelor's Degree required.
2. Requires Adult Education and Literacy Certification or ability to obtain within three months of hire date if necessary.
3. Must pass background check.
4. Teaching experience preferred.

5. Ability to establish and maintain positive working relationships with college personnel, students, and external college contacts.

#### **EQUIPMENT/SOFTWARE**

Ability to operate standard office equipment such as computers, copiers, and telephones. Able to use Rosetta Stone software in various forms.

#### **POSITIONS SUPERVISED**

None

#### **WORKING CONDITIONS**

1. Usually indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. A neat appearance and appropriate businesslike apparel are required.

#### **PHYSICAL DEMANDS**

1. Sedentary work involving sitting part of the time, but will involve mobility within the Center and external locations.
2. Input and access information-using computers.

#### **CREATIVE AND ANALYTICAL SKILLS**

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

#### **LANGUAGE/COMMUNICATIONS SKILLS**

1. Ability to communicate effectively with a variety of people, including students, instructors and the general public.
2. Ability to read and understand correspondence.
3. Ability to write reports and business correspondence.
4. Ability to effectively present information and respond to questions.