

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: Part-time 12 months	Title	ENGLISH AS A SECOND LANGUAGE LEAD INSTRUCTOR (Resettlement Educational Assistance Project) NOEL, MO
Revised: 6-28-2016	Department	AEL
Level: N.A.	IPEDS	FACULTY
FLSA: Exempt	Reports to	REAP Project Lead and AEL Director

POSITION SUMMARY

The ENGLISH AS A SECOND (ESL) LANGUAGE LEAD INSTRUCTOR works approximately 20 hours a week for 12 months. Instruction is provided at the REAP Project-First Baptist Church Family Life Center. The instructional schedule is subject to change but will include daytime instruction four days per week. The instructor provides ESL one-on-one and small group instruction, administers and analyzes student assessments, provides classroom orientation, 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. This includes processing all students and determining learning needs and setting up class schedules. It is expected this position will actively engage in and support the development of program initiatives, assist with training of new instructors, participate in state-wide and out of state professional development activities and present to all of Crowder College ESL staff.

MAJOR FUNCTIONS

1. Provide English instruction in a multi-level, varied age-range, multi-language classroom of students;
2. Prepare lesson plans and classroom activities according to multiple learning styles;
3. Conduct student enrollment following enrollment procedures at class site;
4. Conduct pre- and post-testing (assessment) and maintain documentation;
5. Maintain, complete, and submit confidential files, public student folders, and classroom records accurately;
6. Participate in professional development;
7. Establish and maintain appropriate relationships with students and staff;
8. Work collaboratively with area agencies and industry;
9. Assist with marketing ESL services in McDonald County;
10. Conduct student follow up and tracking;
11. Manage supply inventory and requests for the Noel REAP center;
12. Attend staff development, staff meetings, Ascertaining ESL and EL Civics curriculum needs;
13. Guidance and support of all CCAEL ESL and EL Civics activities;
14. Assisting with ESL and EL Civics grant compliancy across the program;
15. Obtaining the appropriate professional develop activities to optimize ESL and EL Civics staff;
16. Providing assistance in aligning ESL and EL Civics to WIOA regulations and career pathways;
17. Training or supervision of the mentoring of all ESL and EL Civics;
18. Assisting in two yearly ESL and EL Civics staff meetings;
19. Creating a list of grant compliant components to be checked each semester in each ESL classroom;
20. Creating a uniform plan for best practices and grant compliancy in ESL and EL Civics;
21. Responsible for visiting all CCAEL ESL and EL Civics class sites once a year;
22. Fulfill any other duties as assigned which job-related circumstances may demand;
23. Promptly responding to phone and email AEL staff communications;
24. Supervising of evening REAP classes once a month.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE
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1. Bachelor's Degree required.
2. Requires Adult Education and Literacy Certification or ability to obtain within three months of hire date.
3. Ability to attend AEL Teacher certification training July 26 and 27 or August 26 and 27, at MU in Columbia.
4. Must pass background check.
5. Teaching experience preferred.
6. 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, ability to use Burlington English.

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.