

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> Part-Time,	<b>Title</b>	ENGLISH AS A SECOND LANGUAGE INSTRUCTOR
<b>Revised:</b> May 2, 2019	<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 instructor provides ESL one-on-one and small group instruction, administers and analyses 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.

**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 participant 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;
10. Conduct student follow up and tracking;
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
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, projectors, and telephones. Ability to use Missouri AEL data system.

#### **POSITIONS SUPERVISED**

None

#### **WORKING CONDITIONS**

1. Usually indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. 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.