

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: Part-Time, 11 -12 months	Title	ENGLISH AS A SECOND LANGUAGE - PROJECT LEAD/INSTRUCTOR for REAP (Resettlement Educational Assistance Project) NOEL, MO
Revised: 5-3-2019	Department	AEL
Level: N.A.	IPEDS	FACULTY
FLSA: Exempt	Reports to	AEL Director

POSITION SUMMARY

The ENGLISH AS A SECOND LANGUAGE (ESL) - REAP PROJECT LEAD/INSTRUCTOR - Instruction is provided at the REAP Project-Community Baptist Church Family Life Center. The instructional schedule is subject to change but could include daytime and evening instruction one to two days per week. The project lead/instructor develops the integrated ESL/ Civics curriculum for all class levels at the REAP Project. The REAP Lead also 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. The project lead/instructor provides supervision of all staff involved with the REAP Project. This includes processing all students and determining learning needs, setting up class schedules and assigning teachers to groups of students. The project lead/instructor is responsible for training the instructors and volunteers of cultural issues related to the students.

MAJOR FUNCTIONS

1. Provide English instruction in a multi-level, varied age-range classroom of students;
2. Provide supervision and training of all instructors and volunteers at the REAP Project
3. Prepare lesson plans and classroom activities according to multiple learning styles;
4. Conduct student enrollment following enrollment procedures at class site;
5. Conduct pre- and post-testing (assessment) and maintain documentation;
6. Maintain, complete, and submit confidential participant files, public student folders, and classroom records accurately;
7. Participate in professional development;
8. Establish and maintain appropriate relationships with students and staff;
9. Work collaboratively with area agencies and industry;
10. Assist with marketing ESL services in McDonald counties;
11. Conduct student follow up and tracking;
12. Serve as primary onsite point-of-contact for other instructors and outside agencies;
13. Manage supply inventory and requests for the Noel REAP center;
14. Attend staff development, staff meetings,
15. Fulfill any other duties as assigned which job-related circumstances may demand;
16. Plan the quarterly "Eat Togethers" ;
17. Organize community service provider events

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, and telephones. Able to use Rosetta Stone software in various forms.

POSITIONS SUPERVISED

All Instructors and volunteers at the REAP Project in Noel, MO

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.