

## POSITION DESCRIPTION

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**JOB TITLE:** ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTOR, NOEL MISSOURI

**DEPARTMENT:** ADULT EDUCATION AND LITERACY (AEL)

**DIVISION:** STUDENT AFFAIRS

**HOURLY WAGE:** \$15.00

**FLSA:** NON-EXEMPT

**IMMEDIATE SUPERVISOR:** AEL DIRECTOR

**SCHEDULE DETAILS:** AEL/PART-TIME/16 HOURS PER WEEK/10 MONTH POSITION

**DATE OF LATEST REVIEW/REVISIONS:** OCTOBER 26, 2020

### Position Summary

The ENGLISH AS A SECOND (ESL) LANGUAGE INSTRUCTOR works approximately 16 hours a week for 10 months. Instruction is provided at the Noel Housing Authority. The instructional schedule is subject to change but will include daytime four days per week usually 10:00 a.m. - 2:00 p.m. 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.

### Essential Job Duties

- Provide English instruction in a multi-level, varied age-range, multi-language classroom of students;
- Prepare lesson plans and classroom activities according to multiple learning styles;
- Conduct student enrollment following enrollment procedures at class site;
- Conduct pre- and post-testing (assessment) and maintain documentation;
- Maintain, complete, and submit confidential participant files, public student folders, and classroom records accurately;
- Participate in professional development;
- Establish and maintain appropriate relationships with students and staff;
- Work collaboratively with area agencies and industry;
- Assist with marketing ESL services in McDonald County;
- Conduct student follow up and tracking;
- Attend staff development, staff meetings;
- Fulfill any other duties as assigned which job-related circumstances may demand;
- Provide remote instruction when necessary.

### Required Knowledge, Skills & Abilities

- Bachelor's Degree
- Requires Adult Education and Literacy Certification or ability to obtain within three months of hire date
- Must pass background check.
- Ability to establish and maintain positive working relationships with college personnel, students, and external college contacts.

### Preferred Knowledge Skills & Abilities

- Teaching experience

### Information Technology Abilities

- Ability to operate standard office equipment such as computers, copiers, projectors, and telephones.
- Ability to use Missouri AEL data system.

### Positions Supervised

- None

**Working Environment**

- Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- 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.
- A neat appearance and appropriate business-like apparel are required.

**Physical**

- Sedentary work involving sitting part of the time, but will involve mobility within the workplace and external locations.
- Input and access information-using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Creative and Analytical Skills**

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

**Language/Communication Skills**

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

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