

POSITION DESCRIPTION

JOB TITLE: ENGLISH LANGUAGE LEARNER (ELL) INSTRUCTOR JOPLIN MORNING

DEPARTMENT: ADULT EDUCATION AND LITERACY (AEL)

DIVISION: STUDENT AFFAIRS

HOURLY WAGE: \$21.00 **FLSA:** NON-EXEMPT

IMMEDIATE SUPERVISOR: AEL DIRECTOR

SCHEDULE DETAILS: AEL/PART-TIME/ 20 HOURS PER WEEK/12 MONTH POSITION

DATE OF LATEST REVIEW/REVISIONS: June 26, 2024

Position Summary

- The ENGLISH LANGUAGE LEARNER (ELL) INSTRUCTOR works approximately 20 hours weekly for 12 months. Instruction is provided at Refugee and Immigrant Services and Education (RAISE) Offices Joplin, MO. The instructional schedule is subject to change but will 8:30 am to 1:30 pm Monday through Thursday. The instructor provides ELL 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. Students have multiple languages as their first language. Bilingual is NOT required.
- 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;
- Instruct students how to use various forms of digital literacy;
- Participate in professional development;
- Establish and maintain appropriate relationships with students and staff;
- Work collaboratively with area agencies and industry;
- Assist with marketing ELL services in the community
- Conduct student follow up and tracking;
- Attend staff meetings;
- Fulfill any other duties as assigned which job-related circumstances may demand.
- Assist students in advancing or retaining positions within the company.
- Ability to provide Instruction related to the English needed for the students to pass the Missouri Driver's test.

Required Knowledge, Skills & Abilities

- Bachelor's Degree
- Requires Adult Education and Literacy Certification or the ability to obtain within three months of hire date. The cost for certification training is covered by Crowder College AEL.
- 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 preferred.

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 involves 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 employee must frequently lift and/or move up to 50 pounds.
- 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.

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