

POSITION DESCRIPTION

JOB TITLE: ENGLISH LANGUAGE LEARNER (ELL) WORKPLACE INSTRUCTOR, NEOSHO MISSOURI

DEPARTMENT: ADULT EDUCATION AND LITERACY (AEL)

DIVISION: STUDENT AFFAIRS

HOURLY WAGE: \$20.00

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: AEL DIRECTOR

SCHEDULE DETAILS: AEL/PART-TIME/ 10-12 HOURS PER WEEK/12 MONTH POSITION

DATE OF LATEST REVIEW/REVISIONS: January 10, 2024

Position Summary

The ENGLISH LANGUAGE LEARNER (ELL) INSTRUCTOR works approximately 10 hours a week. Instruction is provided at a workplace facility in Neosho. The instruction schedule is being determined but approximately 2:30 pm to 4:30 pm— 3 days a week with hours of planning time, in addition to the hours of class. The instructor provides ELL one-to-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. Bilingual is NOT required. English will be the common language in the class. This position is successful when the ELL Learners reach the milestones created by the facility.

Essential Job Duties

- Provide English instruction in a multi-level, varied age-range, multi-language classroom of students;
- Assist with preparation of curriculum to assist students in meeting the facility's milestones.
- Teach English Language in context to the workplace milestones.
- 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 ELL services in the facility;
- Conduct students follow up and tracking;
- Attend staff development, staff meetings,
- Fulfill any other duties as assigned which job-related circumstances may demand;
- Assist students to meet milestones set by the facility management;
- Assist students in advancing or retaining positions within the company;
- Ability to provide Instruction in person and/ or remotely if necessary.

Required Knowledge, Skills & Abilities

- Bachelor's Degree
- Requires Adult Education and Literacy Certification or the ability to obtain within three months of hire date. It is a combination of 10 hours of Virtual Professional Development and mentoring.
- 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 but not required

Information Technology Abilities

- Ability to operate standard office equipment such as computers, copiers, and scanners.
- Ability to use Missouri AEL (Adult Education & Literacy) data system LACES (Literacy, Adult, and Community Education System) after training.
- Ability to use Microsoft365 Applications

Positions Supervised

- None

Working Environment

- 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 public.

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