

POSITION DESCRIPTION

JOB TITLE: ENGLISH LANGUAGE LEARNER DAY INSTRUCTOR, NOEL, MISSOURI

DEPARTMENT: ADULT EDUCATION AND LITERACY (AEL)

DIVISION: STUDENT AFFAIRS

HOURLY WAGE: \$20.00

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: AEL DIRECTOR

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

DATE OF LATEST REVIEW/REVISIONS: April 11, 2023

Position Summary

The English Language Learner Instructor provides ELL one-to-ones small group in-person, trains students to use online curriculum and when necessary, implements remote instruction, administers and analyses student assessments, provides classroom orientation, maintains classroom documents and reports, establishes and maintains positive classroom relationships with students and completes other activities that support the objectives, as assigned. The hours are Monday and Wednesday from 9:30 am to 2:30 pm in the Noel Housing Authority. The position is 10 to 12 months depending on the desire of the applicant to work in the summer.

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;
- Provide digital literacy development activities;
- 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;
- Flip the classroom to virtual instruction, when necessary;
- Assist with marketing ELL services in the community;
- Conduct student follow up and tracking;
- Attend staff development, staff meetings;
- Willingness to work with the AEL Transition Specialist to transition students to college or career;
- Willingness to follow the guidance of the site and program lead instructors;
- Willingness to be mentored for 2 years;
- Fulfill any other duties as assigned which job-related circumstances may demand;
- Assist students in advancing or retaining positions within their company.

Required Knowledge, Skills & Abilities

- Bachelor's Degree
- Requires Adult Education and Literacy Certification or ability to obtain within three months of hire date. Cost for certification training and travel are 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.
- Ability to use online platforms for instruction

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.

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