

<b>Job Title</b>	<b>INSTRUCTOR - ESL</b>
<b>Department</b>	ADULT EDUCATION
<b>Reports To</b>	EXECUTIVE DIRECTOR OF ADULT EDUCATION

**EMPLOYMENT TERMS:**

<i>Full-time Salaried</i>
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**QUALIFICATIONS:**

<b>Education</b>	Bachelor Degree from an accredited post-secondary institution.
<b>Experience</b>	Must have at least three to five years paid work experience teaching K-12 or Adult Education ESL classes; Ability to plan, organize, and coordinate work assignments; Ability to communicate effectively both verbally and in writing. Must be computer literate (i.e. basic Microsoft Word and Excel capabilities); Ability to learn new software and SmartWeb emailing system; Must know second language training techniques and approaches; Ability to meet deadlines for weekly reports; Ability to implement good time management skills in the classroom; Willing to learn the Adult Education Curriculum; Must be able to attend staff meetings, local staff developments, and required trainings.
<b>Desirable Skills</b>	Fluent in a variety of languages; knowledgeable of various cultures; excellent customer service and human relations skills.

**PRIMARY DUTIES:**

Identify student goals based on individual pre-assessments. Assessing the English skills of each student and then teaching a new language to each student. Work with students to reach a high level of proficiency in English in a short amount of time. Develops and delivers lessons that utilize a broad range of appropriate differentiated techniques and strategies addressing all aspects of communication that develop each student's ability to read, write, speak, and listen in content areas at levels that ensure learners meet or exceed learning targets. Administers academic and language assessments for the purpose of evaluating student's progress in language acquisition.
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**APPLICATION DEADLINE: Until filled**

Applications are submitted <b>on-line only</b> at <a href="http://www.augustatech.edu">www.augustatech.edu</a> .
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**TRANSCRIPT REQUIREMENTS**

Applications for this position are reviewed upon receiving all official transcripts. <b>Official transcripts must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to <a href="mailto:srouse@augustatech.edu">srouse@augustatech.edu</a>.</b>
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**PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required. <i>(Will be conducted by Augusta Technical College)</i>
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**CONTACT**

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or <a href="mailto:srouse@augustatech.edu">srouse@augustatech.edu</a>
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**SALARY**

<i>Commensurate with education and work experience.</i>
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