**POSITION ANNOUNCEMENT: PT Adult Education ESL Instructor,** Summer Hill

Under supervision of the Director(s) of Adult Education, this position is responsible for performing all aspects of English as a Second Language, (ESL) instruction for Adult Education. Prepares lesson plans that are aligned with English Language Proficiency Standards. Provides learner guidance to students. Evaluates students' progress in attaining goals. Prepares and maintains required documentation and reports. Maintains a secure classroom environment. The work schedule for this position will depend on the need and openings, but could be mornings, evenings, or virtual.

# POSITION DESCRIPTION

* **Teaches subject areas contained in the TABE Clas-E Tests: Deliver effective instruction in reading, writing, speaking, and listening as well as in ESL Civics, workplace skills, and American culture.**
* **Prepare lesson plans and obtain/prepare instructional materials for classroom use**: Prepare lesson plans and use appropriate teaching methods. Instruct students with special needs by using and/or adapting materials to accommodate specific needs.
* **Provide learner guidance to students**: Orient students, guide them in development of skills, and evaluate their progress in attaining goals. Contact absentees and monitor class attendance. Promote lifelong learning and work ethic during instruction.
* **Evaluate students' progress and performance in attaining goals and objectives:** Be able to use the results of the above listed ESL tests to measure student progress. Record indicators of progress and goal accomplishment. Report results to appropriate personnel and provide feedback to students. Maintain confidentiality of student information.
* **Prepare and maintain all required documentation and administrative reports:** Prepare and submit retention report. Analyze data for program improvement.
* **Maintain a secure classroom environment:** Ensure students understand and comply with the Student Code of Conduct. Inspect classrooms for security and sanitation issues. Report potential hazards and implement emergency procedures as needed.
* **Display a high level of professional commitment to the work and its purpose:** Demonstrate eagerness to assume responsibility and display a "can do" approach to work. Show persistence, seek appropriate alternatives when obstacles arise, do things before being asked or forced to by events. Work within the system to accomplish reasonable work goals. Show flexibility in response to change and adapt to new methods and procedures. Accept direction and feedback from supervisor and follow through appropriately. Work when scheduled and begin and end work as expected. Call in when arriving late for work or when absent. Observe policies on break and lunch periods and use work time appropriately. Participate in staff development and team conferences.
* Performs other related duties as assigned.

# MINIMUM QUALIFICATIONS

* Baccalaureate Degree required in a course of study related to the occupational field.
* Teaching and classroom management experience in a classroom environment at the secondary or post-secondary level.

# PREFERRED QUALIFICATIONS

* Knowledge of pedagogical practice and theory.
* Knowledge of the mission of postsecondary vocational/technical education.
* Knowledge of ESL Curriculum standards.
* Skill to work cooperatively with students, faculty and staff.
* Skill in the preparation and delivery of classroom content.
* Skill to make timely decisions.
* Skill in the operation of computers and job-related software programs.
* Skill in decision making and problem solving.
* Skill in interpersonal relations and in dealing with the public.
* Skill in oral and written communication.

# BENEFITS

* Salary is $22.50 per hour for approximately 9.5-27 hours per week.
* There are no State of Georgia benefits associated with this position.

# APPLICATION PROCEDURE

APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu/) and select “me@CTC” then “Jobs and Careers at Jobs.” For a complete file, fill out an online application, upload cover letter, resume, unofficial transcripts and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted.

**RESPONSE DEADLINE**: Open until filled

**ANTICIPATED STATE DATE:** Ongoing

# EMPLOYMENT POLICY:

Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website [(www.sacscoc.org)](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Cshereida.austin%40chattahoocheetech.edu%7C848e414b7f88429d188908d8ef129b16%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522210499865097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CrCny4cJJZoaBnMxTtjjB1mhjLL7U33Hhl8g0cgwQr0%3D&reserved=0). As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa Warrington, 980 S Cobb Drive, C 1102B, Marietta, GA 30060, 770-975-4023, [Shanequa.Warrington@chattahoocheetech.edu](mailto:Shanequa.Warrington@chattahoocheetech.edu) and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099,

or [Caitlin.Barton@chattahoocheetech.edu*.*](mailto:Caitlin.Barton@chattahoocheetech.edu)

***A Unit of the Technical College System of Georgia.***