

**Job Announcement**

**Position:** English-as-a-Second-Language (ESL) Instructor

**Department:** Adult Education

**Location:** WGTC Carrollton ESL Classroom

**Reports to:** Full Time Lead Teacher

**FLSA Designation:** Non-Exempt

**Nature of Duties:** Under the supervision of the full time lead instructor, the part time instructor provides instruction in speaking, listening, reading and writing and understanding the English language. Assess and document student’s levels, monitor and record students’ progress. Responsible for ensuring that all paperwork and documentation comply with department policy and is completed within specified timeframes and guidelines.

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**Minimum Qualifications:**

* Applicants must have a baccalaureate degree from a nationally or regionally accredited university or college in an area related to adult education or general education.
* Basic computer skills are required.
* Must demonstrate excellent written and verbal communication skills, human relation skills, and able to work with minimum supervision.

**Preferred Qualifications:**

* Degree and/or experience in education
* Experience teaching or tutoring adults in basic skills such as reading, writing or arithmetic
* Experience teaching or tutoring ESL or EL Civics
* Graduate level course work or degree in Applied Linguistics or ESL

**Salary:** $16.00/hour – 10.5 hours per week – **Monday, Tuesday, and Wednesday, 5:30 pm-8:30 pm with ½ hour paid for planning each class day.**

\*This position is contingent upon funding, therefore; employment is not guaranteed from semester to semester.

**Method of Application: Transcripts are required for consideration.** Interested candidates should apply through the electronic application at [www.westgatech.edu](http://www.westgatech.edu)

**Note**: Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.