

# JOB DESCRIPTION



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**Position Title:** Instructor of English as a Second Language

**Division:** Liberal Arts

**Employment Category:** Faculty

**Primary Location:** District-wide  
Based on the Douglas Campus

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-time; Academic Year

**Pay Grade:** Faculty

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**Position Summary:** The Instructor of English as a Second Language (ESL) is responsible for the instruction of ESL and related courses for majors and non-majors district-wide. Full time faculty members are professional educators with the primary responsibility of providing a quality instruction for a diverse student population and performing instructional duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Teaches assigned ESL-related courses and associated labs in accordance with the college's workload policy; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner

Develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, laboratories, and course procedure sheets for ESL courses; assists with the preparation of course proposals, curriculum updates, assessment, and the construction of degree/certificate programs

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful ESL program; integrates knowledge of industry trends and professional training to continuously improve program quality

Participates in ESL course scheduling, department, division, and college meetings; serves on college committees as assigned

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Master's degree in ESL, or Test Of English as a Foreign Language (TOEFL), or related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

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## **Preferred Qualifications:**

Three years related professional/teaching experience  
Successful teaching experience at a community college  
Experience teaching using alternative delivery methods  
Experience with the use of technology in lecture and lab settings

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of trends, developments, and new technologies affecting the ESL program  
Knowledge of curriculum and program development  
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications and Learning Management Systems  
Skill in instructing students from diverse cultures and/or backgrounds  
Skill in using authentic assessment to evaluate students' needs and progress  
Skill in integrating technology into curriculum and other educational services  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information  
Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with other department staff, faculty, students, and the public

**Work Environment:** Work is primarily performed under general supervision in a typical classroom or laboratory setting with appropriate climate controls. Travel and evening work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, and the ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting the majority of the time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability, and creative problem-solving skills are important

**Reports to:** Dean of Liberal Arts

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.