# MISSOULA COUNTY PUBLIC SCHOOLS 310 South Curtis

## Adult and Continuing Education Division Missoula, MT 59801

# **NOTICE OF POSITION VACANCY**

**POSITION TITLE:** **English as a Second Language (ESL) Instructor**

**POSITION SUMMARY:** The ESL Instructor is responsible for instructing eligible adult English learners in speaking, listening, reading, writing and civics in preparation for workforce entry, the High School Equivalency (HSE) exam or college and training using up-to-date and sound pedagogical methods appropriate for adult ESL learners.

**PERFORMANCE RESPONSIBLITIES:**

1. Uses College and Career Readiness Standards to develop an organized sequence of instruction in English Language Acquisition in the literacy domains of reading, writing, speaking and listening for workforce entry, the HSE or college and training based on individual student learning plans.
2. Instructs enrolled ESL students in reading, writing, speaking, and listening using civics related topics while monitoring progress toward attaining educational goals.
3. Utilizes student interests and experience to provide contextualized learning opportunities in speaking, listening, reading and writing.
4. Employs a variety of instructional strategies appropriate to the needs of learners, including individualized and group instruction and the integration of technology.
5. Administers initial assessment for students utilizing the BEST Plus, BEST Literacy and TABE test within required number of hours.
6. Tracks eligible students, prepares them, and administers posttests utilizing the BEST Plus, BEST Literacy and TABE test.
7. Collaborates with Evening ASP Instructor when appropriate to insure an effective sequence of instruction for students.
8. Completes student documentation accurately and reports it in a timely manner following ASP policy guidelines.
9. Employs various techniques to improve student retention and goal attainment in the classroom.
10. Creates a comfortable and motivating environment for adult learners.
11. Makes recommendations for curriculum and program development to the ASP Department Chairperson.
12. Participates in professional development activities as assigned by the Director or the ASP Department Chairperson.
13. Other duties as assigned by the Director or the ASP Department Chairperson.

**QUALIFICATIONS:**

1. Formal preparation in the areas of English as a Second Language, linguistics or related discipline required.
2. Master’s degree in Applied Linguistics or TESOL preferred.
3. Previous experience teaching English as a Second Language to adult learners in a classroom preferred.
4. Knowledge of the coordinating and contributing agencies in the community that serve the ESL population.
5. Previous experience working with adult English Language Learners from diverse cultures with varying education backgrounds in the same classroom preferred.
6. Previous experience developing curriculum for English as a Second Language courses preferred.
7. Content and teaching competence that engages the adult student and focuses on student learning required.
8. Ability to work with students, colleagues, and supervisors in a collaborative and professional manner required.

**TERMS OF EMPLOYMENT:** Grant-funded, part-time instructional assignment. Compensation is at the rate of $30 per instructional hour and $26 per hour for professional development. Approximately 12-15 hours per week Monday-Thursday 8:30 AM-12 PM with occasional evenings and Friday mornings

**IMMEDIATE SUPERVISOR:** Adult Education Director

**APPLICATION PROCEDURES:** **Submit the following:**

1. Comprehensive resume
2. Cover letter that addresses the 8 qualifications
3. Transcripts

**Submit application materials:**

Adult Education Director

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