NORTHWEST IOWA COMMUNITY COLLEGE
SHELDON, IOWA

JOB DESCRIPTION

TITLE: ESL Instructor

NOTE: This position is grant funded.

DIVISION: Adult Education and Literacy

SUPERVISOR: Adult Education and Literacy Coordinator

BASIC FUNCTION: Part-time, up to 18 hours per week. Teach two 6-hour per week classes (12 hours) with up to 3 hours of preparation and lesson planning time and up to an additional 3 hours of projects and professional development per week for a total of up to 18 hours per week.

QUALIFICATIONS: Required – Bachelor’s Degree and basic computer skills.

Preferred – Teaching experience, TESOL Certificate, and bilingual in English and Spanish languages.

Copies of all academic transcripts are required. Unofficial copies are acceptable at the time of application. Upon receipt of a conditional offer of employment, a complete set of original transcripts will be required.

DESIRED QUALITIES AND CHARACTERISTICS:
1. Good communication skills.
2. Ability to explain concepts at a variety of levels.
3. Demonstrate professionalism in teaching students.
4. Ability to work independently and take initiative on assigned projects.

DUTIES/RESPONSIBILITIES (for each 8-week term):
1. Orient students to the ESL program and class. Ensure students understand all program policies and sign commitment form.
2. Administer CASAS reading and listening tests to students.
3. Utilize CASAS competency performance reports and test score reports to develop lesson plans and guide instruction.
4. Develop lesson plans that are aligned with CASAS competencies and College and Career Readiness standards (CCRS).
5. Research, develop and implement learning activities for class.
6. Teach two six-hour-a-week ESL classes.
7. Participate in professional development activities.
8. Work on assigned projects, such as integrating financial literacy, digital literacy, or career readiness skills into the classroom.
9. Attend weekly AEL team meeting in Sheldon (currently held on Wednesdays from 12:30 p.m. to 1:30 p.m.).
10. Attend Iowa AEL conference (July) for two to three days.
11. Attend other state trainings/professional development, sometimes overnight (3 to 6 separate trainings a year).
12. Teach one night class.
13. Other duties as assigned.
The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.
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GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:

**PHYSICAL ACTIVITY**

<table>
<thead>
<tr>
<th>Activity</th>
<th>N = Not Applicable</th>
<th>O = Occasional (10-33%)</th>
<th>C = Constant (67-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S = Seldom (1-9%)</td>
<td>F = Frequent (34-66%)</td>
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S Stooping: Bending body downward and forward by bending spine at the waist.
S Kneeling: Bending legs at knee to come to a rest on knee and hands.
S Crouching: Bending body downward and forward by bending leg and spine.
N Crawling: Moving about on hands and knees or hands and feet.
S Reaching: Extending hand(s) and arm(s) in any direction.
F Standing: Particularly for sustained periods of time.
F Sitting: Particularly for sustained periods of time.
O Walking: Moving about on foot to accomplish task, particularly for longer distances.
S Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
S Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
S Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
S Grasping: Applying pressure to an object with the fingers and palm.
F Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
F Hearing: Perceiving the nature of sounds.
N Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc.
N Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
O Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
O Visual Acuity: View computer and/or close visual work less than 18” of distance.
O Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Both own transportation is needed or NCC provides transportation.)

**ENVIRONMENTAL CONDITIONS**

None. Worker is not substantially exposed to adverse environmental conditions such as in typical office or administrative work.
Wage/Salary Range: $19.00 per hour. Mileage Rate (for instruction only) is $.54 per mile to and from teaching location.

Application Closing Date: Applications accepted until the position is filled.

Anticipated Employment Date: As soon as possible.

APPLICATION PROCESS: If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. Do not state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. When indicated, copies of all academic transcripts must be included.

SELECTION PROCESS: Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

FOR INFORMATION CONTACT: Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: sandy@nwicc.edu.

It is the policy of Northwest Iowa Community College not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, veteran status, physical or mental disability, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.6, 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C.§§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.) and all other applicable federal and state laws, regulations and orders. Northwest Iowa Community College will not tolerate violations of state and federal nondiscrimination laws. All inquiries or grievances regarding discrimination based on the above listed traits or characteristics may be directed to the Equity Coordinators, Sandy Bruns (Director of Human Resources) or Beth Frankenstein (Director Secondary Programs and Student Development), Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, telephone 712-324-5061.