Position Description: **Adjunct Faculty, English as a Second Language (ESL) Instructor, Adult Literacy**

**Division:** Academic Affairs  
**Department:** Adult Literacy & (NextStep Alliance)  
**Supervisor’s Position:** Vice President, Academic Affairs  
**FLSA Status:** Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by the position. Duties will be modified as needed; work assignments and schedule are based on the needs of the college.

**Job Summary:**
The ESL Instructor provides subject matter expertise in his/her area of expertise to students enrolled in the NextStep Alliance ESL programs. Instruction may include classroom lecture, facilitating group discussion and projects. Instruction includes teaching courses, adhering to lesson plans, meeting course objectives, beginning and ending courses on time as scheduled and adhering to faculty ethical and professional behaviors.

English as a second language instructors work with non-native speakers to help these students learn to speak, read and write in English. Often ESL instructors use a real-life context to help students, many of whom are immigrants, grasp the complexities of the language. ESL instructors must be adaptable, creative and sensitive to the cultural differences expected when working with students from foreign countries. Often, those who teach English as a second language act as mentors and advisors to students who are just getting established in a new environment.

**Essential Duties and Responsibilities:**
1. Provides professional delivery face to face classroom lecture of instructional curriculum to students.  
2. Prepares and develops curriculum, instructional materials and course scheduling (As per KBOR and industry requirements).  
3. Performs Student Recruitment and retention activities including but not limited to high school visits and college activities, such as Open House, a variety of tours and participation in other college activities.

**Education, Experience, Knowledge & Skills Needed:**
1. Bachelor’s Degree required, Master’s Degree with emphasis on teaching adult learners, linguistics or second language acquisition, preferred.  
2. Minimum of 3-5 years’ teaching/instructional experience required, experience in adult education preferred.  
3. Excellent communication skills required.
4. Required knowledge of computers and various software applications, including basic knowledge of Microsoft applications.

Other Position Requirements:
1. Work effectively and productively as a team member. Keep others informed of information needed. Treat others with respect, maintaining a spirit of cooperation.
2. Maintain effective and professional verbal and written interactions with peers, customers, supervisors and other staff. Use diplomacy and tact in dealing with difficult situations or people. Demonstrate effective listening skills. Is receptive to constructive feedback.
3. Maintain acceptable overall attendance record, to include department meetings, all-employee meetings/trainings as required. Ensure appropriate notification to supervisor for absences, and ensure that work is covered. Be flexible in work schedule when needed.
4. Produce quantity of work necessary to meet job requirements.
5. Demonstrate the ability and willingness to handle new assignments, changes in procedures and business requirements. Identify what needs to be done and take appropriate action.
6. Complete assigned work; meet deadlines without reminders/follow-up from supervisor or others.
7. Perform work conscientiously with a high degree of accuracy.
8. Participate in professional development activities to remain current with industry trends and advancements.

Working Conditions:

Must be able to work in a multi-tasked, high-volume environment, completing multiple and competing priorities. Daily attendance is required to meet the needs of students and prospective students. Attendance is required at meetings and in-services some of which may be out of the area. Schedules may fluctuate to accommodate student or College needs, deadlines and delivery of services. Long periods of sitting and/or standing will be required. Data entry/typing is required. Sufficient vision and hearing are required to complete the work and interact with students, staff, faculty and the public. Independent travel by car or public carrier is required to enable flexibility to work at alternate campuses/locations when needed. Evening and weekend work may be required. Work schedule will be as needed and required by administration to accomplish assigned duties.

__________________________________
Employee Printed Name

__________________________________               ______________
Employee Signature               Date