



## English Language Learner (ELL) Instructors Part-time Instructors

Job Order 601828  
April 23, 2018

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**Department:** General Studies

*NWTC is seeking to build a pool of part-time faculty to teach various courses within Adult Basic Education. Part-Time faculty are an integral part of the College's staff, helping us provide all learners with the highest quality learning opportunities when, where and how they want it.*

*Upon successful submission of your application, you will be considered for future part-time faculty opportunities. NWTC will keep your application in our files as a POTENTIAL candidate who could possibly fill a position when or if the need arises.*

**LOCATION:** Green Bay Campus

**HOURS:** Looking for pool of individuals to draw upon as needed; class times will vary between AM and PM availability.

**SALARY:** \$39.00 per hour

**POSITION REPORTS TO:** Associate Dean, General Studies

*This position is customer-focused and will require flexible scheduling and/or delivery to meet customer needs.*

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

***The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.***

**Required online application available on website: [www.nwtc.edu](http://www.nwtc.edu)**

Click on "Jobs", then "Jobs at NWTC" and then in the upper left hand corner:

External candidates click on "Apply Online – Public"

Current NWTC employees click on "Apply Online – Current NWTC Employees"

**Requires unofficial transcripts to be submitted for instructor certification eligibility review**

Please either attach to your application prior to submittal or email them to [dawn.rentmeester@nwtc.edu](mailto:dawn.rentmeester@nwtc.edu) or [generalstudies@nwtc.edu](mailto:generalstudies@nwtc.edu)

**E-mail address: [generalstudies@nwtc.edu](mailto:generalstudies@nwtc.edu)**

**Location:** Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

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### **GENERAL QUALIFICATIONS**

- Bachelor Degree from an accredited institution with minor in ESL, Teaching English as a Foreign Language (TEFL), Vocational English as a Second Language (VESL), Teaching English as a Second Language (TESL), Applied Linguistics, Bilingual Education, or Foreign Language instruction,
- OR**
- Bachelor degree from an accredited institution with a combination of 20 semester credits in ESL, Teaching English as a Foreign Language (TEFL), Vocational English as a Second Language (VESL), Teaching English as a Second Language (TESL), Applied Linguistics, Bilingual Education, or Foreign Language instruction,

**OR**

- Bachelor Degree from an accredited institution with a minor or 20 semester credits in ONE of the following: English, Speech, Elementary Ed, Foreign Language Instruction, or Reading instruction

**PLUS**

- Bilingual preferred, Hmong or Spanish.
- Demonstrated skill and sensitivity for diverse and immigrant populations.
- Appropriate technical licenses where applicable.

**GENERAL DUTIES AND RESPONSIBILITIES**

- Help diverse population of learners acquire English skills and reach their goals for education, employment, and personal enrichment through learning opportunities provided in a positive and nurturing environment.
- Responsibilities in guiding students toward achieving English Language Learner course competencies and core abilities.
- Provide student advising within the following areas, and six levels of instruction:
  - (a) ELL To College and Career Orientation, Levels 0 - 6
  - (b) ELL College and Career Grammar/Writing, Levels 1 – 6
  - (c) ELL College and Career Reading, Levels 1 – 6
  - (d) ELL College and Career Speaking / Listening, Levels 1 – 6
  - (e) ELL College and Career Reading & Writing Levels 1-3
  - (f) ELL College and Career Reading & Writing Levels 4-6
  - (g) ELL College and Career Conversation & Pronunciation 1-3
  - (h) ELL College and Career Conversation & Pronunciation 4-6
  - (i) ELL Civics, Levels 0 – 6
  - (j) ELL Intro to Digital Literacy, Levels 0-6
  - (k) ELL Digital Literacy 1-2
  - (l) ELL Digital Literacy 3-6
- Proctor TABE CLAS-E (Test of Adult Basic Education – ELL) pre-testing and post testing.
- Facilitate completion of State and NWTC required paperwork for each student: Intake and Exit forms, PEP (Personal Education Plan), Registration form, ELL Client Reporting form, attendance tracking and maintenance of class lists.
- Participation in the Annual ELL Certificate Ceremony, an event where ELL students receive certificates for the completion of English levels 1 through 6.

**To begin the General Studies Part-Time Instructor application process, please click the following link:**

<https://www.nwtc.edu/programs/fields-of-interest/general-studies-and-transfer/general-studies-program-details/general-education-pt-faculty-hiring>

**PHYSICAL DEMANDS:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the instructor will be exposed to normal office conditions and usual office equipment such as telephone, personal computer, printers/copiers, videos, overhead projects, and general tools of the trade. The employee will be constantly required to sit, talk, hear, and type/write. The employee will be frequently required to stand, walk, touch/handle/grasp (using hands and fingers), and reach with hands and arms. The employee must occasionally bend or squat and lift and/or push up to 10 pounds of general office items. Some instructor positions may be exposed to outdoors, fumes, noises, extreme temperatures, confined spaces and heights. Some instructor positions require driving a vehicle. Specific vision abilities required by this job include close, far, sharpness of vision, and field of vision. This position requires regular and punctual employee presence.

All application materials are only accepted online: resumes, cover letters, transcripts, etc., must be attached to the application at the time of submission. **You are unable to go back after an application is submitted to add, delete or change any information**, other than address, phone number, and e-mail.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.