PART TIME ADULT EDUCATION ENGLISH LANGUAGE LEARNERS TEACHER

General Description

Grayson College Adult Education, a yearly grant funded program, is seeking a part-time Adult Education teacher to teach part time multilevel English as a second language (ESL) classes and supervise program testing procedures.

Responsibilities:

- Teaching responsibilities for multilevel Adult ESL classes;
- Oversee student baseline and progress testing for ESL program in accordance with state requirements;
- Maintain student records and submit weekly online attendance and testing reports;
- Evaluate student progress and attendance to adjust programming to meet state and federal guidelines;
- Attend required training and work closely with ESL staff and Director;
- Stay current in the field of Adult ESL and actively continue professional growth, including obtaining state credentials;
- Ability to stay flexible and adapt to ever changing state and federal requirements;
- Sensitivity to socio-economic and cultural factors that influence student recruitment, retention, and successful completion;
- Other duties as assigned.

Qualifications

Expected: Bachelor’s Degree with some education course work required. Two years experience teaching ESL Adult Education and testing adults in a performance based funded Adult Education program. Demonstrated experience teaching multilevel classes with a student centered approach. Excellent organizational and communication skills, including extensive computer and teaching technology experience. Ability to work day and evening with some travel to other locations within our service region. Sincere desire to help adults overcome their barriers to educational success.

Preferred: Attendance at local and state sponsored training events focusing on a variety of teaching techniques that lead to student success. Experience teaching diverse populations. Knowledge of Texas Workforce Commission requirements and procedures for Adult Education Programs. Ability to respond to the changing demands for accountability in a performance based funded program. Experience using social media for recruitment, engagement, and retention of Adult Education students. Fluent in Spanish.

IMPORTANT NOTE TO ALL APPLICANTS: Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you MUST include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In addition to a Grayson College application the following must be provided:

- Resume
- Transcripts of all college work (Copies should only be submitted at time of application. Official transcripts will be required prior to job offer)
- Certification
- Three (3) professional reference letters

This is a security sensitive position. For position information contact: Human Resources Department, Grayson College, 6101 Grayson Drive, Denison, TX 75020 or e-mail jobs@grayson.edu. For questions, please call (903) 463-8770.

GRAYSON COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION PROVIDING EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES ON THE BASIS OF MERIT AND WITHOUT DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, OR DISABILITY.

ADA/Section 504 and Title IX Coordinator, Director of Human Resources, 6101 Grayson Drive, Denison, TX 75020-(903) 415-2624.