

**MILWAUKEE AREA TECHNICAL COLLEGE
invites applications for the position of:**

Instructor, ESL (part-time)

SALARY:	\$28.13 - \$35.55 Hourly
OPENING DATE:	11/05/20
CLOSING DATE:	Continuous

DESCRIPTION:

Work Schedule:

Part-Time
Hours vary based on departmental needs
8 vacancies - 3 MUST be Bilingual English/Spanish

For consideration, you MUST submit a copy of your transcripts for all degrees obtained (Transcripts may be unofficial) Please make sure to review qualifications and complete your application to the fullest to best assess your candidacy.

Develops and teaches concepts and strategies for a variety of courses. May require teaching courses at MATC campuses, business, community, other sites, and online during the day, evening, and/or weekend. Related duties include participation in department and advisory meetings, department and college functions, course and curriculum development in both traditional and non-traditional formats, online courses, staff development, conduct open labs (if/when necessary), student advising, student outcome assessment and quality review assessment and implementation, student organization involvement, recruitment and retention of students, and other duties as assigned**. Required to keep current with the latest trends and technologies in discipline.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

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Duties with a circle (·) before the number are essential functions as defined by Americans with Disabilities Act (ADA).

Prepare for and deliver instruction and perform teaching-related activities.

Manage the classroom/laboratory.

Develop curriculum and monitor and revise as appropriate to maintain course effectiveness; assist in program/department evaluation. **

Manage equipment, supplies and materials.

Assess student performance.

Advise students on academic issues. **

Collaborate with advisory committee in program/department area. **

Attend departmental and institutional meetings. **

Promote the education/training program/department, participate in efforts to recruit and retain

students, and participate in efforts to promote educational opportunities at MATC.
Support student organizations and activities. **
Develop relationships with business and industry. **
Complete program/department evaluation and follow-up.
Maintain certification, continue professional development and stay current in field.
Other related duties as assigned.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Compliance with all [state, federal, and accreditation standards/requirements](#), as well as all MATC policies and procedures.

Must have one of the following:

1. MA/MS/MAT/MST in the field of teaching English to adults whose native language is not English, such as one of the following:

- English as a Second Language (ESL)
- Teaching English to Speakers of Other Languages (TESOL)
- Teaching English as a Second Language (TESL)
- Teaching English as Foreign Language (TEFL)
- Linguistics
- Applied Linguistics
- Bilingual Education
- English Linguistics
- English Language (including semantics, syntax, phonology, etc.)
- English Language Teaching
- English Language Learning and Teaching
- Adult ESL Education
- Curriculum and Instruction in ESL, foreign language, second language acquisition
- Foreign Language Instruction
- Second Language Instruction

OR

MA/MS/MAT/MST in a closely related field, such as one of the following with, at least 9 credits in TESOL/ESL/TEFL/TEFL, preferably at the graduate level:

- Adult Education
- Foreign Language
- Reading

OR

MA/MS/MAT/MST in any field, with at least 18 credits in TESOL/ESL/TEFL/TEFL, preferably at the graduate level.

In addition, must have all of the following:

2. Native or Native-like fluency in English
3. Teaching experience of at least two (2) years ESL/ELL teaching experience at the Adult Education, secondary, or post-secondary level.

4. Non-teaching work experience of 2,000 hours. Must have one (1) year (2,000 hours) work experience, or the equivalent, not related to the field of education.
5. Previous teaching experience preferred.
6. Experience in teaching and/or developing curriculum in a variety of classroom environments including in-person and online.
7. Experience using a variety of instructional methods including: face-to-face, blended, and 100% online preferred.
8. Must be able to develop and maintain curriculum currency.
9. Working knowledge of computers and software related to instructional area including MS Office/Google Suite, data systems, mobile technologies, web conference tools, and social networking; and knowledge of, or willing to learn, Blackboard or similar learning management system (LMS) preferred.
10. Knowledge or experience with engaged and service learning strongly required.
11. Must be able to communicate effectively through both oral and written means.
12. Must have knowledge of assessment of student academic competency attainment.
13. Must be able to relate successfully with students and staff of diverse cultural, social and educational backgrounds.
14. Must embrace and demonstrate Standards of Teaching Excellence and the MATC Career Essentials in development and delivery of instruction:

Standards of Teaching Excellence

MATC Career Essentials

1. Effective Communication through Speaking and Listening
2. Effective Communication through Writing
3. Mathematical Competency
4. Effective Problem Solving
5. Global Awareness
6. Professionalism
7. Technology Competency

ESSENTIAL TECHNOLOGY:

1. Email - Experience with email systems
2. Telephone - Experience with a voice mail system
3. Computer - Experience with software to prepare documents, presentations, spreadsheets, etc.

SUPPORTIVE TECHNOLOGY Experience with or willingness to learn the following supportive technologies:

1. Online Learning Management and Information Systems used for instruction, student advising, student programs/departments, grading, class schedules and rosters, etc.
2. Experience delivering synchronous instruction using multi-media based, and emerging technologies.
3. Experience delivering distance learning where applicable.

SUPERVISORY RESPONSIBILITIES:

None