



Milwaukee Area Technical College
Instructor, ESL/ELL (Part-Time)

SALARY	\$70.00 Hourly	LOCATION	Multi-Campus, WI
JOB TYPE	Part-Time	JOB NUMBER	2023-04431
DIVISION	Employer & Educational Community Services	OPENING DATE	09/06/2024
CLOSING DATE	11/10/2024 10:00 PM Central	APPLICATION REQUIREMENTS	Candidates (both internal and external) must complete the employment application in its entirety for further consideration. Typing "See Resume" in lieu of application completion is not acceptable. Please submit copies of transcripts for all degrees obtained to be considered (unofficial transcripts are acceptable).
SUPPLEMENTAL INFORMATION	Hourly rate of \$70 per hour is equivalent to the base rate of \$40/hour multiplied by the number of hours per course times 1.75 hours which covers office hours and prep time for instructional activities. Activities conducted outside of teaching (non-instructional), require approval and will be paid at the base hourly rate of \$40.		

Description



Milwaukee Area Technical College (MATC) is Wisconsin's largest and most diverse technical college, offering 170+ high-quality programs that connect students to a career in as little as one to two years. The college also offers a less expensive path to a four-year degree. MATC is transforming lives, industry and our community by preparing students today for the careers of tomorrow. MATC's diverse team members - 42% of whom are employees of color--work with a purpose to serve the students who make us one of the most diverse two-year institutions in the Midwest. Together, we are meeting the needs of the community we shared and committed to eliminating equity gaps in higher education for both students and

employees, We are seeking passionate individuals to join our team who share the same passion in serving this purpose.

Learn more about MATC at www.matc.edu.

Under the supervision of the Dean of the Community Education Division or designee, to teach English as a Second Language/English Language Learners (ESL/ELL) in the classroom and in a workshop to a diverse learning population that includes immigrants and refugees; and to assist with ESL learners' acculturation and integration into the community.

Characteristic Duties and Responsibilities

- 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 evaluation.
- Manage equipment, supplies and materials.
- Assess student performance and advise students on academic issues.
- Collaborate with advisory committee in program area.
- Attend departmental and institutional meetings.
- Promote the education/training program, participate in efforts to recruit and retain students, and participate in efforts to market MATC.
- Support student organizations and activities.
- Develop relationships with business and industry.
- Complete program evaluation and follow-up.
- Maintain certification, continue professional development and stay current in field.
- Perform other duties as assigned.

Qualifications

Only those who meet ALL of the base minimum requirements listed below will be considered.

MINIMUM Education Requirements: Must have a **bachelor's degree** or higher* with **at least 15 coursework credits** (graduate or undergraduate level) in the areas listed below:

- 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
- 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 **Instruction**
- Second Language Acquisition **Instruction**

{Per Higher Learning Commission Determining Qualified Faculty Assumed Practice B.2.}

Masters degree or higher with **at least 15 coursework credits (graduate or undergraduate level) in the areas listed above is highly preferred*

MINIMUM Occupational Experience Requirements in addition to meeting the educational minimums listed above:

- Must have at least of one (1) year of full-time or two (2) years of part-time experience **teaching** English as a Second Language/English Language Learning (ESL/ELL) to students, preferably at the high school or post-secondary level.

Must embrace and demonstrate Standards of Teaching Excellence and the MATC Career Essentials in development and delivery of instruction.

Standards of Teaching Excellence:

Understanding Students and Fostering Student Success
Classroom Management
Planning/Organization
Content Mastery and Currency
Teaching Methodology
Assessment of Student Learning
Professional Contributions

Essential Technology:

Email - Experience with an Email system (Gmail, Outlook)
Telephone - Experience with a voice mail system
Computer - Experience with Microsoft Office Suite/Google

Essential Supportive Technology:

Experience with or willingness to learn the following supportive technologies:
Online Information Management Systems - e.g. Self Service or other online information management systems used for student advising, student programs, grading, class schedules and rosters
Blackboard Ultra - Experience with Blackboard Ultra or other web-based course - management systems
Technology-based Instruction - Experience with technology-based instructional delivery systems including SMART symposium, interactive touch screen monitors, LCD projectors, DVD players and/or other classroom technology
Emerging Technologies - Experience with social networking applications)

Supplemental Information

Start date for spring 2025 semester: This position supports the *Community Education Division* and is available to start for the spring semester, approximately mid-January 2025.

Job Details: This part-time pool position and will require teaching courses at MATC campuses (primary need is currently at West Allis and Milwaukee Downtown campus locations as well as city of Milwaukee community sites)

Hours, locations, and modalities (in-person primarily) are based on enrollment and departmental need each semester. Employees will conduct all work hours in the State of Wisconsin, performing work outside the state is strictly prohibited.

Salary: Beginning in the fall of 2024 the starting hourly wage for all part-time faculty is \$40 per course hour of teaching. Part-time faculty are also compensated for an additional 45 minutes of time for each hour of instruction to cover office hours and prep time which is equivalent to \$70 per hour. *This starting hourly wage of \$40 an hour is non-negotiable unless market conditions dictate otherwise.*

Interviews: Selected qualified candidates will be invited to virtually interview for this position. Information regarding the second round activity, if needed, will be provided to selected candidates.

Applications: Candidates (both internal and external) must complete the employment application in its entirety for further consideration. *In addition, please submit a current resume at time of application.*

EEO/AA

Milwaukee Area Technical College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ancestry, sex, sexual orientation, creed, religion, political affiliation, marital status, parental status, pregnancy, disability, age, membership in any reserve component of the armed forces, union affiliation, arrest and conviction record, or any other protected category under applicable local, state or federal law.

Milwaukee Area Technical College is an Equal Opportunity/Access Educator/Employer operating under an Affirmative Action Plan. Reasonable accommodations will be provided for qualified individuals with disabilities. If you have a disability and need special accommodation for the application process, please contact our office at 414-297-6529 (Wisconsin Relay System: 711) or email jobs@matc.edu. Women, veterans, and minorities are encouraged to apply.

Agency

Milwaukee Area Technical College

Address

700 W. State

Milwaukee, Wisconsin, 53203

Phone

414-297-6529

Website<http://www.matc.edu>

Instructor, ESL/ELL (Part-Time) Supplemental Questionnaire

***QUESTION 1**

Do you have a bachelor's degree or higher with at least 15 credits (graduate or undergraduate level) or more in ESL, TESL, TESOL, TEFL, Linguistics or any of the other area listed in posting. If yes, please ensure your transcripts are attached and reflect these credits for validation purposes.

***QUESTION 2**

Please list your degree(s) and conferred field(s)?

***QUESTION 3**

Do you have at least ONE year of full-time or TWO years of part-time experience teaching English as a Second Language (ESL) or English Language Learning (ELL) classes? Must be comfortable teaching adult learners, immigrants, diverse populations, and people of a variety of backgrounds, including those with no formal education. Make sure your application reflects this experience in order to validate your answer.

***QUESTION 4**

Do you have experience working with diverse populations? (Examples: AmeriCorps, Military Experience, the Peace Corps, Public Allies, Vista Volunteers of American etc.)?

- Yes
 No

***QUESTION 5**

This position could be located at any of our MATC campuses or Community Based Organizations. Are you able and willing to work at any locations as needed. Type yes or If no, explain in detail below.

***QUESTION 6**

Please indicate below which time of day you would be available to teach IN-PERSON. Check all which apply.

- Weekday morning hours (primarily between the hours of 8 am - 12 pm)
 Weekday afternoon hours (primarily between the hours of 12 pm - 3 pm)
 Weekday evening hours (primarily between the hours of 5pm - 9 pm)

Saturday morning hours (8 am - Noon)

***QUESTION 7**

Based on your previous answer, list days and hours of availability. Please be specific, do not write ANY or FLEXIBLE. If you have a full-time job, please indicate exactly what your hours of availability are for this part-time in-person teaching position.

***QUESTION 8**

(INTERNAL APPLICANTS ONLY) Please specifically describe how your previous or current duties/experience relates to this position. (External candidates type N/A)

* Required Question