

**BRANCH INTERMEDIATE SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**DIVISION:** Adult Education  
**JOB TITLE:** Part Time Adult Education, English As a Second Language Instructor  
**CLASSIFICATION:** Professional – reports to Adult Education Director

I. Requirements

- A. Qualification requirements which the Part Time Adult Education, English As a Second Language Instructor must possess:
1. Education and/or certification:
    - a. valid and current Michigan Teaching Certificate; Elementary or Secondary English
  2. Experience:
    - a. previous experience teaching English as a second language.
    - b. preferred experience working with adult learners.
- B. Essential Functions
1. Mental Tasks:
    - a. Ability to have positive communications, public relations and interpersonal skills.
    - b. Ability to understand written and oral instructions.
    - b. Ability to demonstrate appropriate verbal and written communication in the supervision and teaching of students.
    - c. Ability to differentiate instruction to adult learners.
    - d. Ability to learn new techniques to improve job performance.
    - e. Ability to effectively manage classroom and independent learners.
  2. Physical Tasks:
    - a. Ability to sit for long periods of time.
    - b. Ability to drive a vehicle to meetings, conferences, workshops, and the like, throughout the State of Michigan.
    - c. Ability to work beyond a forty hour week, if necessary.
    - d. Ability to write and type; requires manual dexterity.
    - e. Ability to hear within normal range in order to communicate with staff and the general public.
    - f. Sufficient visual ability to read written communications and print on monitors.
    - g. Ability to lift and move objects of at least 15 lbs. at least ten feet or more, (i.e. files, books).
  3. Equipment:
    - a. Ability to use classroom and office equipment such as telephones, computers, printers, facsimile machines, paper shredder, typewriters, copiers, calculators, dictation/transcription equipment, and other related equipment.
- C. Policy requirements which the Part Time Adult Education, English As a Second Language Instructor must:
1. Adhere to applicable district and/or building policies:
    - a. attendance
    - b. business procedures
    - c. student discipline
    - d. safety (tornado, fire, lock-down, abuse/neglect procedures, etc.)
    - e. obtaining parental permission

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- f. personal appearance
  - g. emergency, accident or illness
- 2. Attend all required meetings and submit required reports on time.
- 3. Maintain student records, student objectives, and security/inventory of equipment and materials according to identified system.
- 4. Follow administrative directives, verbal and/or written.
- 5. Safely supervise students during contact hours.
- 6. Maintain confidentiality.
- 7. Remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.
- 8. Demonstrate acceptable ethical standards of the profession.

II. Job Performance

- A. Communication and interpersonal relationship skills expected:
  - 1. Communicate clearly and accurately when writing/speaking.
  - 2. Communicate student concerns to appropriate:
    - a. administrator
    - b. other school personnel
    - c. external personnel
    - d. parents (verbal, written, telephone and home contacts)
- B. Management and organization skills expected:
  - 1. Complete assignments and paperwork accurately, on time, and without constant supervision.
  - 2. Maintain an environment that is conducive to student learning by creating a balanced rapport among staff and students.
- C. Application of job knowledge expected:
  - 1. Demonstrate logical problem solving skills.
  - 2. Demonstrate skill in assisting students to meet objectives and in utilizing educational equipment, materials, and resources.
  - 3. Provide positive reinforcement to students.
  - 4. Update instruction, program objectives, courses, curriculum, and instructional materials in a systematic way.
  - 5. Utilize a variety of educational materials and techniques to meet individual needs of students.
- D. Other:
  - 1. Other duties as assigned.