

Job Classification: Non-Exempt, Part-time instructional staff

Work Schedule: ~9 Hours of Course Instruction Each Week
for morning and/or evening classes as needed.

Location: Manhattan Campus

Compensation: \$27.50 per hour

Reporting Relationship: Director of Adult Education

PRIMARY ACCOUNTABILITIES

ELL Instructors teach adult students English reading, listening, speaking, and writing skills using both computer-guided and direct instruction in a blended-learning format. They collaborate with MATC faculty to ensure effective instruction, adapt teaching methods to student needs, and foster student comprehension and engagement. Instruction is designed to help students improve their English as measured by the TABE CLAS-E assessment, supporting their ability to access the community, pursue further education, or prepare for a career. Classes serve students with varying levels of English proficiency.

PRINCIPLE RESPONSIBILITIES

- Instruct adult English Language Learners in a blended-learning format (computer-guided and direct instruction) focused on English reading, listening, conversation, and writing skills as measured by the TABE CLAS-E assessment.
- Develop and deliver contextualized content aligned with Workforce Innovation Opportunity Act (WIOA) and College Career and Readiness Standards (CCRS) using collaborative activities.
- Prepare course syllabi, lesson plans, and instructional materials based on student needs, class and individual TABE profiles, and student interests.
- Provide timely and appropriate feedback on student work; evaluate and document student progress.
- Maintain a positive, structured classroom environment conducive to adult learning.
- Adapt instructional methods to meet diverse student needs and levels of English mastery.
- Incorporate workforce preparation and employability skills into instruction as needed.
- Maintain confidentiality of student records and information.
- Utilize technology tools such as Canvas LMS, email, and MS Office to support instruction.
- Assist in curriculum development, textbook selection, and classroom organization.
- Attend required meetings, participate in professional development, and complete all required Adult Education trainings within 6 months of hire.
- Support colleagues and participate in lesson plan review and documentation.
- Strive to achieve educational gains on TABE CLAS-E for at least 75% of ELL students.
- Refer students to academic advisors for counseling, conferences, and follow-up as needed.
- Maintain accurate daily attendance and student performance records.
- Collaborate and communicate effectively with other instructors, staff, and students.
- Participate in professional development opportunities.
- Document and request needed supplies; maintain classroom and lab equipment.
- Allow students to complete surveys and assessments as requested.
- Support the mission, values, and goals of Manhattan Area Technical College.
- Perform other duties as assigned by Adult Education Program Leader.

QUALIFICATIONS

- Bachelor's degree required. Master's degree preferred.
- Experience working with English Language Learners, preferred.
- Working with adult education or higher education preferred.
- Bi-lingual preferred.
- Strong computer and word processing skills.
- Experience in working with a Learning Management System preferred.
- Strong interpersonal skills, including public speaking and ability to present MATC in a positive way.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Ability to interact effectively and professionally with students, staff, and faculty.
- Display a student-centered approach.
- Willingness to reinforce all lecture lessons with hands-on experiences when resources permit.
- Willingness to expand program to meet regional needs.
- Consistently demonstrate the highest levels of integrity and professionalism.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:

- Ability to sit or stand for extended periods of time.
- Ability to read screens/monitors and print materials and communicate effectively via instant message, email, text, phone, virtually and in person.
- Ability to unpack and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Regular Interaction with students, staff and guests.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institution requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an "at-will" employee.
3. All employees of Manhattan Tech are considered "responsible employees" pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situation.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status.
5. All 'offers of employment' are subject to criminal background check prior to employment.