

**Job Classification:** Non-Exempt, Full-Time  
**Work Schedule:** As Negotiated in Offer Letter  
**Compensation:** *Grant Funded - (\$26,000 - 28,000)*  
**Reporting Relationship:** Instructional & Career Facilitator

**Primary Accountabilities:**

The selected instructional facilitator will work with the Lead Instructional Facilitator and Director of Adult Education and other ALC staff to implement the goals, mission, and activities of the Adult Learning Center. Instruction includes skill building in the areas of reading, listening, conversation, and writing as measured by the TABE (Test of Adult Basic Education) assessment and helps students better access their community, prepare for post-secondary education, or prepare for a career. All ESL classes are taught in a blended-learning format with both computer-guided and direct instruction. Classes will be composed of students with varying levels of English mastery.

**Major Duties:**

- Communicates expectations through appropriate ESL instructional means, to include but not limited to developing course syllabi, handouts, and materials supporting the mission and vision of the Adult Learning Center; evaluates student progress and provides clear, timely feedback.
- Provide contextualized reading, writing, listening, speaking and grammar instruction within workforce and academic classes to align with WIOA and CCRS using collaborative activities via the communicative and cognitive methods.
- Provide all students with a safe and appropriate learning environment
- Provide classroom accommodations to students as needed and/or appropriate
- Plan for, teach, and test citizenship skills
- Counsel and support students in developing and accomplishing individualized goals. Conduct individual student conferences and follow-up as needed
- Prepare a syllabus and daily lesson plans for each session/class based on student needs and WIOA (Workforce Innovation Opportunity Act/Grant) Outcomes
- Maintain confidentiality of student records and personal information at all times.
- Work collaboratively with other facilitators to share ideas and materials to provide the best possible learning experience for ALC students.
- Assist in applying school rules, administrative regulations, and MATC Board policies.

**Secondary Duties:**

- Administer, review scores and record TABE tests. Conduct TABE post-testing regularly. Teach, assess and record TABE competencies
- Achieve 75% educational gains on all student outcomes\
- Incorporate Technology training into the ESL curriculum and classroom instruction as appropriate.
- Regularly review student files and PABLO data. Submit required student data for PABLO (state database) reports including demographic information, goals/outcomes, competencies, attendance, disability and accommodation information, surveys, and

post-test scores. Assess and document student progress, assist with data collection efforts, and complete required reports in a timely manner.

- Maintain accurate, current, and complete records in compliance with PAM (Proficiency Attainment Model) and KBOR Adult Education requirements.
- Complete and maintain daily attendance records for students.
- Assist with developing and implementing an ESL Scope and Sequence for the ALC, to be in compliance with KBOR regulations and aligned with TABE and Common Core standards.
- Maintain cooperative relationships and open communication with all staff and students
- Assist with the selection of appropriate books, equipment, and other instructional materials as needed.
- Experience with reading intervention strategies is a plus.
- Other duties as assigned by the Lead Instructional Facilitator and Director of Adult Education.

**Qualifications:**

- Bachelor's degree required.
- Experience using computer-based curriculum and multi-modal instructional strategies.
- Training and/or experience in ESL required; TESOL certified preferred.
- Fluency in Spanish preferred and helpful but not required.
- Working with adult education or higher education preferred.
- Strong interpersonal skills necessary. Ability to work well with a variety of people, in a variety of team situations.
- Complete all required/recommended Adult Education trainings offered by the Kansas Board of Regents within 6 months of initial hiring.
- Acceptance of and willingness to support the role that technical colleges serve in higher education, and specifically the mission, values, goals and objectives of Manhattan Area Technical College.
- Demonstrated commitment to fostering and supporting a teaching, learning and working environment that honors diversity, equity and inclusion.

**Physical Demands:**

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, talk on the phone.
- 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.
- Interaction with students, staff and guests.

**NOTICE OF SPECIAL POSITION OF 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 institutional 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 situations.
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.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date