

Human Resources

EXTERNAL POSITION OPEN*Grand Rapids Community College is committed to a diverse and inclusive work and learning environment.*

Date: 2/15/2017
 Title: **ESL Facilitator- Workforce Innovation Opportunity Act (WIOA) IET Grant- Professional Services: No Benefit (Contingency)**
 Position Number: 642
 Schedule: Monday – Thursday, and/or Saturday
 10 - 20 hours per week until 6/30/17
 Compensation: \$25.00 per hour
 Reports to: Associate Dean of Academic Outreach
 Posting closing date: Until filled

SUMMARY:

GRCC Adult Education is interested in applicants who meet the qualifications mentioned below and possesses an interest in working with diverse learners from a wide range of age, ethnicity and national origin. They must be able to engage their students through innovative teaching methods and a variety of mediated instructional applications.

ESSENTIAL JOB FUNCTIONS

- Deliver lesson plans and provide ESL adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for the targeted occupations; commercial construction, computer numerical control technician, certified production technician, and certified nursing aid.
- ESL instruction in the following areas: Reading, Listening, Writing, Speaking and Math per state curriculum guidelines for the WIOA grant.
- Supervise and manage a classroom learning environment.
- Administer and score all assessments tests, including but not limited to, CASAS, TABE, and National Career Readiness Certificate (NCRC).
- Manage projects and meet projected time lines as required.
- Implement adult learning and training methods in the classroom such as training manuals, demonstration models, visual aids, tutorials and reference works.
- Proctor and document student progress.
- Practice Continuous Quality Improvement to modify program delivery to meet existing and future needs of Learning Centers.
- Able to adjust pace of curriculum delivery based on the needs of the students within the guidelines defined by the State of Michigan.
- Implement technology whenever possible to assist student learning.
- Follow established work safety policies and procedures.
- Support the diverse needs of minority and underrepresented students.
- Generate and maintain quarterly progress records on mandated student assessments and adult learning plans, as required by State Reporting System.

- Possess an understanding of how to effectively deal with students with personal issues, and disruptive behaviors both in and out of the classroom.
- Attend required meetings.
- Other responsibilities as determined by Associate Dean of Academic Outreach.

MARGINAL JOB FUNCTIONS

- Project a professional image including punctuality, dependability and good attendance records
- Excellent organizational skills, ability to multi-task, prioritize and complete tasks in a timely manner
- Willingness and ability to learn the college-wide system.
- Demonstrated computer skills, Microsoft Office

JOB SPECIFICATIONS

Education:

- Certification to teach English as a Second Language in the following areas Reading, Listening, Writing and Math required.
- Master's Degree preferred.

Experience:

- Minimum of two (2) years of documented successful professional experience working with Adult Education and underrepresented populations.
- Bi-lingual Spanish preferred. Proficient verbal and written communications in English and Spanish
- Possess strong interpersonal communications skills and the ability to work in a fast-paced environment.
- Experience in working with diverse student/learner populations that represent a wide range of age, ethnicity, national origin, and ability.
- Demonstrate a commitment to promoting a learning-centered environment

Skills:

- Computer skills using common office software, and Internet.
- Knowledge with using as CASAS and WorkKeys.
- Excellent organizational skills, ability to prioritize, and complete tasks in a timely manner.
- Effective interpersonal communication skills working with diverse populations.
- Must be able to use good judgment in handling sensitive or difficult situations.
- Ability to work in an environment where students suffer from high rates of poverty, unemployment, and crime in their community.
- Must be able to maintain confidentiality.
- Demonstrated ability in working in a cross-functional team and a collaborative learning centered environment.
- Ability to organize work, handle multiple tasks, and meet timelines in a multi-project environment
- Must be self-motivated with the ability to work independently with minimal supervision.
- High level of energy, enthusiasm and the ability to be innovative and creative.

Mental Demands:

- Ability to handle pressure situations in a professional manner

- Possess mature judgment
- Ability to learn and react quickly, make decision and execute them expeditiously

Physical Demands:

- Ability to lift and move up to 25 pounds.
- Ability to sit for extended periods of time.

Working Conditions:

- Ability to work in a high traffic, indoor environment
- Must be able to work flexible hours as needed

Method of Application:

Grand Rapids Community College is only accepting online applications for this position. To apply for this position, please visit our website at <https://www.grcc.edu/jobs>. Submit a cover letter and resume in one document. The opportunity to apply for this position will close until filled.

Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an equal opportunity employer.

Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. GRCC is committed to reviewing all aspects of GRCC programs, activities, services and employment, including recruitment, selection, retention and promotion to identify and eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics. The college will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Avenue NE, Grand Rapids, MI 49503-3295.

