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Idaho Falls, ID  
(208) 524-3000

**WEBSITE:**

<http://www.eitc.edu/hr.cfm>

**EMAIL:**

[hr@my.eitc.edu](mailto:hr@my.eitc.edu)

Non-Classified Opening

# Adult Basic Education ESL Instructor

## Non-Classified Classification

### Competition limited to current employees of Eastern Idaho Technical College

**Open for Recruitment:** June 8, 2016 to June 17, 2016

**Salary:** \$ 19.71 per hour, 32 hours per week -Plus Competitive Benefits!

**Location(s):** Idaho Falls

**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

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**GENERAL STATEMENT OF FUNCTION:**

Teaching English as a Second Language (ESL) in the college Adult Basic Education program. This position is benefitted, 32 hours per week. This is an hourly, grant-funded position. Continued employment is contingent in part upon continued grant funding.

**EXAMPLE RESPONSIBILITIES:**

- Instruct and manage students in group and individualized settings in classrooms and other learning environments as assigned.
- Address different learning styles and use a variety of methods to provide instruction in English as a Second Language and/or EL/Civics.
- Follow the course syllabus approved by the ABE Division.
- Prepare instructional materials and projects as necessary.
- Evaluate teaching and learning by means of written, oral, and performance assignments and tests; measure progress toward educational level completions, determined through CASAS testing, as well as educational and employment goal completions.
- Complete attendance and data reports by due dates.
- Confer with students on a regular basis to review progress, reevaluate goals, and provide/receive feedback; recommend students for assessment and advancement as appropriate.
- Improve professionally and retain currency in the courses taught; participate in training and staff development activities, integrating them into instruction.

**MINIMUM QUALIFICATIONS:**

- **EXPERIENCE:** Teaching ESL classes; Utilizing the IMAS data system
- **ABILITY TO:** Communicate and organize effectively
- **EDUCATION:** Bachelor's degree (educational field preferred)

**ADDITIONAL DESIRED QUALIFICATIONS:**

- **EXPERIENCE:** Administering the CASAS; Utilizing Idaho's ABE database: IMAS
- **EDUCATION:** Degree in ESL or English

**HOW TO APPLY:**

Electronically submit a completed application packet (**in .pdf or Word format**) to [hr@my.eitc.edu](mailto:hr@my.eitc.edu), attention Theresa Groenewold. The application packet must include the following:

1. State of Idaho Employment Application (located at [http://www.eitc.edu/PDFs/HR\\_StateofIdahoEmploymentApp.pdf](http://www.eitc.edu/PDFs/HR_StateofIdahoEmploymentApp.pdf) )
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. Three Professional References with direct contact information

**Incomplete packets will not be accepted. Official transcripts required upon hire.**

For additional questions contact: Human Resources at (208) 535-5495 or by email at [hr@my.eitc.edu](mailto:hr@my.eitc.edu)

*AA/EOE/ADA*

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.