



**Part-Time Adjunct Instructor Position Available at Red Rocks Community College in
ENGLISH AS A SECOND LANGUAGE PROGRAM**

Position Title: Adjunct ESL Instructor
Reports To: ESL Coordinator
Supervises: No supervisory responsibilities associated with this position.

POSITION DESCRIPTION: The department of International Student Services at Red Rocks Community College is looking for innovative ESL instructors to teach Intensive English Courses and / or Advanced English Courses. Intensive courses are offered during 8-week sessions, there being two sessions per semester. Advanced courses are offered as either session- or semester-long courses, depending on the time of year students begin. Successful candidates for this position will be competent second language educators who are interested in working among a culturally diverse student population and who aim to encourage academic achievement and promote continued college success.

ESSENTIAL FUNCTIONS:

45% Classroom Instruction:

- Convene all assigned class periods; start and end classes promptly.
- Teach the prescribed curriculum employing required texts and materials; supplement with other materials according to student needs.
- Provide students with a complete syllabus on the first day of class that complies with the department's Master Syllabus.
- Maintain accurate attendance records using Desire2Learn (D2L), the college's learning management system.
- Use technology to facilitate learning, including meeting the required minimum expectations for the use of D2L.
- Apply as appropriate the instructional principles embodied in the Sheltered Instruction Observation Protocol (SIOP) in instruction.
- Conduct student evaluations of instruction as required by the department.
- Consent to periodic supervisor observation of instruction.

20% Student Assessment (Grading):

- Maintain updated and accurate grading records in D2L and submit all grades in the prescribed manner and according to published deadlines.

- Provide consistent and timely feedback to students regarding progress and grades on assignments.
- Follow the department's grading standards.

20% **Planning:**

- Prepare instruction for each class meeting that aligns learning activities and assessments with established learning outcomes for each course.
- Prepare instruction grounded in the principles of second language acquisition.

5% **Communication:**

- Provide a timely response to students' e-mail queries in D2L for all course related communication within 24-48 hours during the course term; course related communication should pass through D2L.
- Frequently check and/or respond in a timely manner to RRCC email account for all department and college related business.
- Report student issues to the supervisor in a timely manner or as requested.

10% **Professional Activities:**

- Participate in required professional development, including New Instructor Orientation (at the start of employment) and Instructors' Reading Circles (2x/semester).
- Undertake all necessary or required D2L training.
- Participate in mandatory ESL instructors' meetings.
- Participate in periodic performance reviews.

REQUIREMENTS:

KNOWLEDGE, SKILLS AND ABILITIES:

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision and is self-motivated; demonstrates responsible behavior.

Interpersonal Skills – Shows empathy, courtesy, tact, and concern; develops and maintains relationships; able to effectively deal with people who are difficult, hostile, and/or distressed; relates well to people from varied cultural and linguistic backgrounds and situations, and is sensitive to individual differences.

Diversity – Demonstrates cultural competence and is comfortable with race, gender, linguistic, national, and other individual differences among students and colleagues.

Conflict Management – Manages and resolves conflicts, grievances, and disagreements in a constructive manner to minimize negative personal impact.

Integrity/Honesty – Contributes to maintaining the integrity of the department and the college overall; displays high standards of ethical conduct and understands the impact of violating these standards on the department and college, self, and others; is trustworthy.

Organizational Awareness – Knows the college’s mission and the department’s function; understands how their social, administrative, and technical systems work; operates effectively in the implementation of the program, as well as all pertinent policies, procedures, rules and regulations.

Teaching Others – Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

Language Instruction – Understands and applies principles of language acquisition, student-centered instruction, and backward design that aligns student learning activities and assessments with learning outcomes.

Computing – Demonstrates skill proficiency, particularly with the M/S Office programs Word, Excel and PowerPoint, and is comfortable operating in an online environment.

MINIMUM QUALIFICATIONS

- Master’s degree from a fully accredited institution in a field closely related to TESOL, or at least 18 graduate credit hours in TESOL.
- Two years prior college or secondary teaching experience providing ESL, EFL or other foreign language instruction.
- Demonstrated cultural competency.
- Demonstrable advanced English proficiency in all skill areas: reading, writing, speaking and listening comprehension.

PREFERRED QUALIFICATIONS:

- Master’s degree in TESOL from a fully accredited institution.
- Two years prior college teaching experience in an Intensive English Program.
- Demonstrated cultural competency.
- Demonstrable advanced proficiency in English, as well as in a language other than English, in all skill areas: reading, writing, speaking and listening comprehension.
- Prior experience as an international student or expatriate for an extended period (nine weeks or more).

Current Salary Rate: \$720.00 per credit hour for a full class (12 or more students)

Application Process: Send cover letter, resume, a list of three references, and unofficial copies of transcripts via e-mail to Brian Reeves, ESL Coordinator at Red Rocks Community College: Brian.Reeves@rrcc.edu

Deadline to Submit Materials: Position is open until filled.

Notice to All Applicants:

- Proof of eligibility to work in the United States must be produced if hired.
- Final candidate is subject to a criminal background check prior to final selection process.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law.

The college has designated the Human Resources Director as its Equal Opportunity Employment Officer and Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s): Bill Dial, Director of Human Resources/Title IX Administrator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303.914.6570.
bill.dial@rrcc.edu

For information regarding Red Rocks Community College please view the Red Rocks Community College website at <http://www.rrcc.edu/>

For information regarding RRCC International Student Services, please view the program website at <http://www.rrcc.edu/international-student-services>