



ALC Satellite Instructor Watford City

Salary: Commensurate with Experience

Status: Part-time (15-19 hours per week)

Reports to: Director for Adult Learning

– Watford City (Part-time 15-19 hours a week)

GED

- Register for new GED students/ELL students monthly.
- Tutor students when necessary
- Sign students up for GED Academy/Ed Ready
- Monitor testing scores/study hours/progression on GED Academy to provide practice testing or help with scheduling testing for the GED
- Communicate with Williston ALC Instructor for GED Vouchers or GED Ready codes and for seat availability in GED Academy
- Manage classroom procedures, space, and behavior
- Develop individualized learning outcomes for students
- Participate in professional community and professional development

ELL

- Create lesson plans for ELL students of all levels (6 hours class time per week)
- Lead conversation groups
- Assist in citizenship preparation
- Provide group and individualized instruction
- Maintain accurate student records
- Record daily attendance in Laces
- Manage classroom procedures, space, and behavior
- Set individualized learning outcomes for students
- Participate in professional community and professional development

Qualifications

- Bachelor's Degree and work experience in a related field
- Demonstrate strong skills and a commitment to success when communicating with students, colleagues, staff and administrators as an individual or on a team.
- Represent WSC effectively and productively, within the community and at regional and state levels.
- Understanding of budget processes and the ability to manage a revenue-based budget based on income from multiple sources.
- Excellent oral and written communication skills and the ability to present data clearly.
- A professional and personal commitment to the growth and enhancement of the WSC college mission and the programs it supports.
- Frequent travel within the college's service area.
- Knowledge and understanding of WSC, North Dakota, and Federal guidelines, rules, and regulations applicable to secondary and post-secondary education.

DISCLAIMER CLAUSE:

This job description is not intended, and should not be construed, to be a complete list of all responsibilities, duties, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to making fair pay decisions and for determining job performance.