



Savannah Technical College

Adult Education ESL Instructor (Grant Funded) -

Job Number: EDU009U

Job Posting: Jun 17, 2016 -

Closing Date: Ongoing

Primary Location: GA-Chatham-Savannah

Other Locations: GA-Bryan, GA-Liberty, GA-Effingham

Number of Openings: 1

Job: Education

Shift: Variable

Description:

Savannah Technical College is seeking a full-time, 30 hour per week ESL instructor for the Adult Education Program. This position may require working at any Savannah Technical College Adult Education site to accommodate business needs. Work hours vary, and will require split teaching shifts. Positions are grant funded, and contingent upon receipt/continuance of funding. Instructors must display a high level of effort and commitment to performing work assignments, operate effectively within the organizational structure, and demonstrate trustworthiness and responsible behavior.

The Adult Education ESL Instructor will be responsible for the following duties (this list is not intended to be exhaustive):

- Instructing students, developing lesson plans, assisting students with developing goals, and objectives;
- Evaluating students' progress in attaining goals and objectives;
- Ensuring student learning outcomes are attained and appropriately recorded;
- Maintaining program certification requirements, as appropriate;
- Preparing and maintaining all required documentation and administrative reports;
- Maintaining knowledge of current trends and developments in the field by attending staff development training, workshops, seminars, and conferences;
- Ensuring safety and security requirements are met in the classroom;
- Meeting with students, staff, and other educators to discuss instructional programs and other issues impacting student progress;

Successful candidate must be willing to work split teaching shifts that might require split teaching days and evenings between campus locations. Instructors must be willing and able to travel to any location in the service delivery area, consisting of Chatham, Bryan, Effingham, and Liberty counties, with occasional in-state travel outside the service delivery area. Must fully embrace the responsibility for maintaining an acceptable number of students within this program and also work diligently to maximize positive student outcomes.

Minimum Qualifications

- Completion of a Bachelor's degree from an accredited college or university in TESL, TESOL, English with a TESL certificate, Linguistics with a TESL certificate, Applied Linguistics with a TESL certificate, or any foreign language with a TESL certificate.
- One year full-time, paid teaching experience.
- Documented excellent human-relations, interpersonal skills, and strong verbal and written communication skills.
- Proficient in the use of Microsoft Office, particularly, Word, Excel, and Outlook.

Preferred Qualifications

- Master's Degree from an accredited college or university, in Linguistics, Applied Linguistics, English, Composition, Bilingual/Bicultural Studies, Reading, Speech, or any foreign language.
- TESL Certificate.
- Three years' full-time, paid teaching experience.
- Active participation in appropriate professional/occupational organizations.

Physical Demands

The employee occasionally lifts or moves objects of a light to medium weight. Work is typically performed in a classroom environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion may be utilized for data entry purposes.

Salary/Benefits

Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

Application Deadline

Position considered open until filled. Candidates must pass a criminal background check. **Applicants must submit an electronic application through [Team Georgia Careers](#), and attach cover letter, transcripts, and resume (incomplete submissions will not be considered). Please include your annual salary for each position held.**

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). [Invitation to Self-Identify](#) For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, mbanks@savannahtech.edu. Send written correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405. STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.