



Academic Professional Description

DATE	POSITION #	POSITION TITLE
7/25/2019	PLESOL	Part Time Lab Instructor-ESOL

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Community Education and Workforce Development	Center for Workforce Transition	Based on Lab Instructor Salary Schedule	FA9831

STATUS: Please select the appropriate boxes that apply.

Regular/Continuing: <input type="checkbox"/>	Bargaining Unit: MAHE	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input type="checkbox"/>	Full-Time (40 hrs/wk): <input type="checkbox"/>	Part-Time: <input checked="" type="checkbox"/> 20 Hrs/Week	Pooled Position: <input checked="" type="checkbox"/>	Type here # of Employees if this position is pooled.
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JOB SUMMARY: This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

The primary job responsibility of the Instructional Lab Faculty-ESOL is to improve the English reading, writing and speaking skills of students of diverse ages and backgrounds in the Non Credit English Language (NCEL) classes. The ESOL Instructional Lab Faculty will facilitate and provide instructional support to students through face-to-face and /or electronic mediated environment. Provide direct support and guidance to the faculty and Center for Workforce Transition staff in operational situations. Create a learning and teaching environment for students in accordance with the educational objectives of the college.

Provide instruction that is consistent and coordinated with the faculty instructional curriculum to ensure that students meet and exceed learning targets.

- Address all aspects of communication through appropriate instruction that develops each student’s ability to read, write, speak, and listen in the appropriate content area.
- Provide a nurturing and supportive learning environment that encourages student responsibility and incorporates challenging instructional strategies.
- Support and provide high quality learning opportunities that assist ESOL students in meeting their educational goals and career aspirations; develop, design, and create transitional opportunities for students that relate to enrollment in Lansing Community College and/or career training programs; perform instructional-related duties and responsibilities in accordance with the mission, policies, and procedures of the College.
- Demonstrate the ability to teach and communicate specific technical skills in a workshop setting to disadvantaged populations in order to establish an environment of learning.
- Ability to articulate in verbal and written form, ability to utilize the effective problem solving techniques and ability to engage students in their planning and program processes.
- Considers the general and special needs of all students, and when necessary, seeks additional help from and/or refers students to other college support services.
- Performs miscellaneous job-related duties as assigned.

DIRECT REPORTS: If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Type here

ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
50	1	Prepare students for ESOL exams, quizzes, and assignments using Burlington Software.
20	2	Deliver instructional lessons for the purpose of assisting ESOL students according to syllabus.
20	3	Common work activities include answering to student inquiries, building confidence, preparing students for exams and monitoring their progress.
10	4	Consult with faculty in regards to student's progress and performance.
	5	Type here
	6	Type here
	7	Type here
	8	Type here
	9	Type here
	10	Type here

CORE COMPETENCIES: Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

Faculty will demonstrate a commitment to diversity, student success, a team-based environment, continuous improvement, and the community college philosophy.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

Required

Bachelor's Degree in a major related to the subject area being taught or equivalent combination of education and/or work experience, including licenses, industry certification and/or tested experience in areas relevant to the subject area being taught.

Preferred

- Three years of instructional teaching and/or corporate training experience.
- Teaching and/or corporate training experience in a K-12, college and/or corporate setting.
- Experience using educational technology or other technology relevant to the discipline.



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PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

WORK ENVIRONMENT: Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

SIGNATURES

Supervisor's Name: Shon'ta Dwyer

Supervisor's Signature: _____

Handwritten signature of Shon'ta Dwyer in blue ink.

Date: 7/26/19

Dean/ELT's Name: Bo Garcia

Dean/ELT's Signature: _____

Handwritten signature of Bo Garcia in blue ink.

Date: 7/26/19

HR Rep: Sydney Glasscoe

HR Rep Signature: _____

Handwritten signature of Sydney Glasscoe in blue ink.

Date: 7/30/19

ADA COMPLIANCE JOB DESCRIPTION CHECKLIST *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

Position #: New

Date: 7/25/2019

Supervisor's Position #: FA9831

Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: [Click or tap here to enter text.](#)

Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up/down and right/left)

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- Climbing
- Kneeling
- Reaching
- Balancing
- Crouching
- Grasping
- Stooping
- Crawling
- Picking/Typing/Keyboarding
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises