

<b>Job Title</b>	NCLEX-RN ESOL Instructor
<b>PVN ID</b>	LA-1909-003279
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 13, 2019 (Or Until Filled)

## General Description

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LaGuardia Community College's Center for Immigrant Education and Training (CIET) seeks an ESOL instructor for the NCLEX-RN program. Housed in LaGuardia's Division of Adult & Continuing Education, CIET provides no-cost educational and training programs designed to assist low-income immigrant English language learners to advance on their educational and career pathway. The primary responsibilities of this position include:

- The ability to develop & implement vocational lesson plans based on nursing material for ELLs
- Co-teaching, co-planning and working with academic team; teaching independently.
- Development of quizzes, management of ATI software to monitor student progress.
- Attend weekly team meetings; communicate instructional needs and progress.
- Keep attendance and complete administrative paperwork on time.
- Supports the design and delivery of the NCLEX preparation program to ensure high quality academic development and delivery of language teaching and learning.
- Assists with program development, needs and instructional assessment, and outcome evaluation as well as student recruitment, enrollment and retention.
- Prepares analytical and statistical reports for management.
- Track student progress, attendance and satisfaction, as required by funders and the university.
- Assist with the design of lesson and curriculum; identify appropriate instructional materials to share with faculty.
- Collect, review, and provide feedback on lesson plans for faculty according to funder and department requirements; serve as a resource to part-time faculty on ESOL curricular and instructional matters.
- Ensuring reports are accurate.

## Other Duties

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Other duties as assigned.

## Qualifications

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- Master's degree in Teaching English to Speakers of Other Languages (TESOL) or other related field preferred
- Three years professional experience working with adult English language learners in a related continuing education or community-based environment, including experience with adult education intake, assessment, and retention strategies.
- Demonstrated experience implementing and developing innovative and contextualized ESOL curricula for adult English language learners, including materials with significant technology components
- Strong organizational and project management skills; excellent communication and computer skills
- Ability to work evenings as needed