
Job Title	ESL Instructor/Curriculum Developer
PVN ID	QB-1801-002322
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	Division of Pre-College, Continuing Educ
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	9.00-10.00
Closing Date	Mar 30, 2018 (Or Until Filled)

General Description

Queensborough Community College's Division of Pre-College, Continuing Education & Workforce Development is seeking an experienced and dynamic part-time ESL Instructor/Curriculum Developer to develop and teach a contextualized ESL Healthcare Bridge Program for students at our downtown Flushing, NY Education Center. The ESL Instructor/Curriculum Developer will be required to have experience both in developing ESL workplace literacy programs and knowledge and experience in the Healthcare field. QCC's ESL Healthcare Bridge Program is designed to facilitate and strengthen ESL students' ability to enroll in and successfully complete one of the following tuition-based Healthcare Programs: Emergency Room Technician (EMT) Certificate Program, Medical Assistant Program and the Certified Nursing Assistant (CNA) Program. Demonstrated experience working with ESL adult populations is required. This position reports directly to the Continuing Education Director of Labor Market Research & Workforce Development.

Essential Duties and Responsibilities:

- Develop a contextualized ESL Healthcare Bridge Program, including curriculum, instructional materials, lessons plans and assessments.
- Instruct and deliver a practical and targeted ESL Healthcare Bridge Program, encompassing a variety of experiential instructional techniques to maximize students' readiness to enter into an Allied Health Care Certificate Program, upon completion of the ESL Healthcare Bridge Program.
- Interview and assess students for entry into the ESL Healthcare Bridge Program.
- Work closely with students, on a group and one-to-one basis, to ensure that student learning and comprehension are transferred to the workplace.
- Work collaboratively with QCC administration, faculty and staff to develop, instruct and assess a highly effective contextualized ESL Healthcare Bridge Program to ensure student learning and success.

Other Duties

- Demonstrate outstanding teaching, oral and written communication skills.
- Ability to work as a team member, with collaboration and problem-solving skills.
- Must be student-focused and sensitive to issues of ethnicity, diversity and disability.

Qualifications

- Bachelor's Degree required; Master's or Certificate in TESOL or related field preferred.
- Extensive experience working with adult ESL populations, preferably in a higher education environment.
- Knowledge & experience in Health Field required.
- Proven ability to work collaboratively with multiple stakeholders in an educational setting.
- Proficiency in Microsoft Office as well as other online resources.