

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION	English Language Learner Instructor-Adjunct
APPLY BY	Ongoing
HIRE DATE	To be determined upon accepted offer

DIVISION	Adult Education
REPORTS TO	Director of Adult Education/Student Success
CLASSIFICATION	Hourly (non-exempt)
POSTING DATE	June 9, 2025

SUMMARY

We are seeking a dedicated and passionate English Language Learner (ELL) Instructor to join our team. The ELL Instructor will be responsible for developing and implementing instructional programs that help non-native English speakers improve their language skills. This role involves working closely with students of diverse backgrounds to enhance their reading, writing, speaking, and listening abilities in English. This is an adjunct position and will be scheduled for 5-15 hours per week at our Darlington Outreach Site.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Develop and deliver engaging lesson plans tailored to the needs of ELL students.
- Foster a positive and inclusive classroom environment that encourages student participation and engagement.
- Assess students' language proficiency and track their progress.
- Provide individualized and group instruction to help students achieve language proficiency.
- Utilize a variety of teaching methods and materials to accommodate different learning styles.
- Maintain accurate records of student performance and attendance.
- Collaborate with other educators and staff to support students' academic and social integration.
- Participate in professional development opportunities to stay current with best practices in ELL education.

TRAINING AND EXPERIENCE

- Bachelor's Degree in Elementary, Secondary or Adult Education with a minor in ESL or Teaching English to Speakers of Other Languages (TESOL) preferred and meet the Wisconsin Technical College System's and Higher Learning Commission's faculty qualification requirements.
- Two years of experience as a classroom instructor. Prior experience teaching English as a Second Language (ESL) or English Language Learners (ELL) is highly desirable.
- Understanding of applied academic and integrated curricula.
- Experience with assisting and educating dislocated workers.
- Possess a valid WI Driver's License and satisfactory driving record.

KNOWLEDGE

- Experience working with diverse populations and an understanding of cultural differences.
- Basic understanding of and experience with adult/family support agencies.

SKILLS

- Strong verbal and written communication skills to effectively teach and engage students.
- Ability to adapt teaching methods to meet the varying needs and learning styles of students.
- Self-motivated and enthusiastic.
- Ability to generate, organize, and implement course outlines and lesson plans to meet specific needs of students representing diverse occupations and backgrounds.
- Creating an environment that is supportive and inclusive.

PHYSICAL REQUIREMENTS STATEMENT

Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs. For questions regarding the application process, or if you need an accommodation, please email Human Resources at humanresources@swtc.edu or **608.822.2314**. (TDD: 608.822.2072)

PLEASE NOTE

All candidates selected for an interview will be required to prepare a 15-minute classroom teaching demonstration. Information regarding this teaching demonstration will follow.

SALARY RANGES

Adjunct Hourly: \$20.00 - \$33.00

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.