



MESALANDS COMMUNITY COLLEGE
Job Announcement
PART-TIME

POSITION:	Adult Basic Education/General Education Development/English as a Second Language Specialist (ABE/GED/ESL Specialist)
APPLICATION DEADLINE:	Open Until Filled
WAGE RANGE:	Dependent upon education and experience; salary competitive

The ABE/GED/ESL Specialist, a grant-funded position, reports to the Director of Educational Services and works in cooperation as an Educational Services Center (ESC) team member. The ABE/GED/ESL Specialist performs any combination of the following tasks in support of the ESC.

Essential Functions

- Maintains consistent (weekly) communication with the ESC Director
- Implements curriculum for ABE/GED/ESL classes
- Teaches ABE/GED/ESL Classes
- Collects student enrollment documents
- Measures student progress and maintains a written record
- Encourages student self-efficacy and monitors progress on goals
- Ensures accuracy of data collection and entry
- Implements best practices in the field of Adult Basic Education (ABE)
- Actively recruits ABE/GED/ESL students to the program
- Devises class schedules for ABE/GED/ESL classes
- Maintains positive relationships with partnering agencies
- Participates in professional development opportunities as appropriate (to include certification if necessary)
- Tutor students
- Other duties as assigned

Qualifications

High school diploma or equivalent required; associate's degree or bachelor's degree preferred; computer literate; English/Spanish bilingual preferred. ESL Certification preferred. Must be able to work in a team setting as well as independently and confidentially. Supervisory experience preferred. Testing of basic subject skills is required. Basic skills must be performed at a high school graduate level or better:

Language skills:

Strong verbal, written, and interpersonal skills a must. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students.

Mathematical skills:

Ability to perform mathematical functions necessary to be able to teach in field.

Reasoning ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Technology skills:

Computer Competency: Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is normally low. Job performed indoors in a classroom environment with adult students individually and in groups. Travel may be required.

HOW TO APPLY

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application available on-line at www.mesalands.edu ; copies of transcripts for college courses completed; must provide a copy of a valid driver's license, and list of three references, including name, address, and phone numbers. All required application materials must be received by:

Director of Human Resources
Mesalands Community College
911 S. Tenth Street
Tucumcari, NM 88401
(575) 461-4413, ext. 112

Employment preference will be given to qualified veterans.

Application deadline until filled.