

# STAFF OPENING



Lakeshore Technical College does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, sexual orientation, lack of English skills, arrest or conviction record, political affiliation, marital status, or other protected categories, in its services, employment, programs, and/or educational programs and activities, including but not limited to admissions, access and participation. The College attempts to be in compliance with all federal laws including but not limited to Title IX & Section 504. Inquiries regarding nondiscrimination policies are handled by the Affirmative Action Officer, 1290 North Avenue, Cleveland WI 53015, phone 920.693.1163 or 888.468.6582, ext. 1163.

Lakeshore Technical College provides reasonable accommodations to assist persons with disabilities to access or participate in its programs or activities. Persons requiring accommodation to access the College's programs, services, and/or employment should call LTC at 920.693.8213, 888.GO TO LTC (888.468.6582), or TTY Hearing Impaired at 920.693.8956 seven days in advance of the need.

Telephone: 1.888.GOTOLTC

Fax: 920.693.8078

Website: [www.gotoltc.edu](http://www.gotoltc.edu)

**JOB TITLE:** Adjunct Faculty, English Language Learners (ELL) – LTC Manitowoc

**EMPLOYMENT AND WORK SCHEDULE:** 8 hours per week  
Monday – Thursday; 9:15 a.m. – 11:15 a.m.  
Start date: As Soon As Possible

**JOB DESCRIPTION:**

Provide instruction to limited English language students, using varying methods of instruction to fit the needs of individuals and groups. Areas taught are oral English, reading, writing, and grammar. Facilitate learning using a defined curriculum. Assess student performance and outcomes. Develop and maintain current course materials working as a team with other ELL instructors. Provide direction to instructional assistants for tutorial and/or small group work.

**QUALIFICATIONS\*:**

Bachelor's degree with a minor in ESL, Teaching English as a Foreign Language, Vocational English as a Second Language, Teaching English as a Second Language Instruction, Applied Linguistics, or Bilingual Education. ~OR~ Bachelor's degree with minor or 20 credits in Foreign Language Instruction, English, Speech, Elementary Ed, or Reading Instruction. Minimum of two years teaching experience (within the last five years) with limited English proficient adults and/or children and one year (2000 hours) of non-teaching work experience. Experience with computer assisted instruction and software. Working knowledge of PC software in a windows environment. Must be innovative and able to collaborate with other staff for developing curriculum for classroom instruction. Must be well motivated and have a strong interest in contributing to success of the College. Positive human relations and effective written and oral communication skills essential. Must meet the Wisconsin Technical College System certification requirements. Ability to relate successfully with students and staff of diverse cultural, social or educational backgrounds. Fluent, bilingual individual who has experience working with culturally diverse populations is desirable.

Adult teaching experience preferred. Must possess excellent classroom delivery skills, which encourage success and participation on the part of students.

**SALARY EXPECTATION:** Per Adjunct Faculty Salary Schedule

**BENEFITS:**

Tuition Reimbursement (Certification Courses Only)

**LOCATION:** LTC Manitowoc  
3733 Dewey Street  
Manitowoc, WI 54220

**RECRUITMENT PERIOD:** Beginning: Friday, January 25, 2008  
Closing: Until position is filled.

**APPLICATION PROCESS:** An LTC Certified Application form must be completed in its entirety to be considered for a position at the College. Photocopies of all college/university transcripts and licenses/certifications must be submitted along with the application form. To obtain a copy of our online application form please visit LTC's website at [www.gotoltc.edu](http://www.gotoltc.edu) or simply call the Human Resources Department toll-free 888.468.6582, ext. 1863 to request an application form to be sent.

\***Note:** Meeting the minimum requirements does not guarantee an interview for a position.

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LAKESHORE TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY/ACCESS/EMPLOYER AND EDUCATOR  
*Women, Minorities, and Persons with Disabilities Are Encouraged To Apply*