

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Adult Ed English Language Learning Instructor (ELL) – CACC (Part-Time)

Schedule / Grade: Min/Max Hourly

Job Code: 73GRTAE150

FLSA: Non-Exempt

Calendar: HRLY-W O H

Benefits: Not Eligible (0.11 FTE)

Contract Type: Notification

Bargaining Unit: None

Revised Date: 09/23/2026

PURPOSE

Columbia Public Schools Adult Education is seeking two part-time Adult English Language Learning teachers to provide engaging evening instruction to adult learners at various English proficiency levels. One position may be assigned to an online class based on program needs.

Classes will focus on practical reading, writing, speaking, and listening skills in a welcoming environment that supports learners from diverse cultural and educational backgrounds.

Each position involves approximately 4.5 hours of work per week, including four hours of instruction and 30 minutes of preparation.

Classes will meet from 6:00–8:00 p.m. on either:

- Monday and Wednesday, or
- Tuesday and Thursday

The schedule will be determined based on program needs and the selected candidates' availability. Classes will run from mid-fall through the middle of May. One position may be online, while the other may be in person.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Provide engaging English instruction to adult learners in an in-person or online setting.
- Prepare and adapt weekly lessons for students at different English proficiency levels.
- Teach practical reading, writing, speaking, and listening skills.

- Use real-world materials, technology, and other instructional resources to support learning.
- Create a welcoming and inclusive environment that encourages participation and language practice.
- Track attendance, assessment results, student progress, and instructional records.
- Provide students with constructive feedback.
- Communicate with students and program staff about attendance, progress, scheduling, and student needs.
- Complete required professional development.
- Obtain and maintain Missouri Adult Education and Literacy teacher certification after hiring. Certification is not required when applying or beginning the position.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Director of Adult English Learners

Supervises: None

QUALIFICATIONS

Minimum:

- Bachelor's degree.
- Ability to meet Missouri requirements for Adult Education and Literacy teacher certification after hiring.
- Ability to work effectively with adult learners from diverse cultural, linguistic, and educational backgrounds.

Preferred:

- Experience teaching adult English learners.
- Experience providing online instruction.
- Familiarity with standardized assessments.
- Ability to use student data to plan instruction and monitor progress.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance; Read, analyze, and implement curriculum and assessment data to plan instruction; Complete forms, write reports and engage in written correspondence with parents; Present information effectively and respond to questions; Write clear and complete lesson plans. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction; Apply concepts such as fractions, percentages, ratios and proportions to practical situations. These are essential functions of the job.

Reasoning: Solve a variety of problems in many different situations; Interpret instructions presented in written, oral, diagram or schedule form; Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students; Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement. These are essential functions of the job.

Other Skills and Abilities: Identify needs and abilities of individual students and adapt instructional methods accordingly; Establish and maintain effective relationships with students, peers and parents; Perform multiple tasks simultaneously. These are essential functions of the job.

Technology: Integrate technology into daily instruction; present information to students using a variety of media; Access and present information from online sources in a manner that enhances instruction; lead and monitor students as they perform online research; Instruct in buildings/classes where students are actively using 1-to-1 technology such as laptop computers, iPads, and other devices; Lead students in creating and presenting multi-media projects when such assignments enhance student learning; Use district software for recording grades and finding student information; Readily utilize smart boards, projectors and other instructional technology provided by the district; Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical Demands: An individual who holds this position must have the ability to: Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously; Move around the classroom to interact with and manage students/groups of students; Read handwritten or printed material. These are essential functions of the job.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer