



**National Latino Education Institute**  
2011 West Pershing Road  
Chicago, Illinois 60609  
www.nlei.org

## POSITION TITLE: ENGLISH FACULTY

<b>Job Description</b>	Responsible for the delivery of classroom education in the subject of English and communication skills.
<b>Math Subject Range</b>	Responsible for the delivery of classroom teaching in the subject areas and or a combination of English language skills, Business Communications, Business Writing, and Reading comprehension.

## RESPONSIBILITIES

1. Believes and adheres to the mission of NLEI, showing interest, and concern for all students and staff.
2. Covers all material in depth and scope as described in the course syllabi.
3. Provides lesson plans for each class in advance.
4. Provides Teaching Assignments Application per term; provides completed Substitute Form for each class in advance as may be needed.
5. Begins class at the designated time and provides a full period of instruction for scheduled class time.
6. Upholds academic integrity.
7. Devotes one full hour to preparation time for every five hours taught.
8. Utilizes a variety of teaching styles in order to meet the different learning styles of students.
9. Attends Faculty meetings, In-Services, Workshops and any other forums as needed; provides feedback on curricula, student progress, and other instruction-related topics.
10. Available for regular classroom observations and course/student surveys; collaboratively reviews results of the classroom observations and course/student surveys.
11. Equitably allocates time for individual students as needed to assist with progress in class and addresses any problems, which may hamper successful program completion.
12. Provides individual and group guidance to students as needed; maintains up-to-date information that addresses students' progress and/or obstacles; reports existing conditions and situations regarding all students as needed.
13. Assists in documentation of student attendance; keeps accurate attendance rosters on a daily basis and verifies student attendance and tardiness as needed; reports significant attendance issues.
14. Actively engages in student retention activities. Identifies new educational approaches for discussion and implementation.
15. Administers and grades examinations and schoolwork for each course taught; Submits all graded student work within the specified period of time.

**Mission:** The National Latino Education Institute advances our community's economic independence through market and results driven education, training, employment, and advocacy.

16. Maintains progress reports for each student during each course taught and submits timely electronic Grade Reports.
17. Submits all grades according to the NLEI Grade Policy.
18. Able to communicate grade calculations to students.
19. Submits required accreditation instructor data.
20. Keeps current with subject areas. Participates in professional development plans and opportunities.
21. Responsible for the custody, care, and safekeeping of school property and exercises control over expendable supplies; limits use of technology, (i.e. computers, printers, etc.) to school-related business.

#### **MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in English, Education or related field.
2. Minimum of 1-2 years work experience in teaching experience in post-secondary and/or vocational education preferred. High School teaching experience considered.
3. Excellent written and oral communication skills.
4. Computer literate. Must be able to utilize the Microsoft Office Suite at an intermediate level.
5. Bilingual (English/Spanish)/bicultural, preferred.

#### **PREFERRED QUALIFICATIONS**

1. Experience in Health Care institutions
2. Educational background that includes instruction in Educational Theory and Techniques.
3. Proven experience in Project Management.
4. Curriculum development experience desired.

#### **REQUIREMENTS**

1. Current Resume (Curriculum Vitae)
2. Official transcripts for all claimed degrees.
3. Candidates must be able to pass a criminal background check.

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#### **ABOUT NLEI:**

Incorporated in 1972, NLEI is a nonprofit 501 (c) (3). NLEI is a unique organization, as it is an education institution and a nonprofit community-based organization serving the Latinx community and underrepresented populations. NLEI offers programs that are nationally accredited and approved by the IL Board of Higher Education, the U.S. Department of Education, and a partner of the American Jobs Center, the IL Veterans Administration and the National Center for Competency Testing (NCCT). NLEI also provides community workforce services and has a myriad of credentialing partners and industry relationships.