Learning Specialist

Job Code 00001540

General Description
Responsible for teaching non-credit English as a Second Language classes and performing various administrative duties.

Examples of Duties
Teach non-credit ESL classes in oral, reading, writing or grammar skills.
Assist with set-up and usage of ESL listening lab.
Assist with maintenance and class coordination and use of the ESL computer lab.
Assist teachers with the fulfillment of curriculum guidelines in the ESL teacher’s handbook.
Assist director with updating/revising the Texas State/ESL student and teacher’s handbooks.
Disseminate information concerning Texas State/ESL to prospective students.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Computers, software and video relating to ESL teaching materials and methods; ESL methodology; Texas State/ESL rules and procedures for language learning; language assessment tools.

Skill in: Dealing with people from a variety of cultural backgrounds.

Ability to: Understand professional materials; teach writing and oral skills to non-native speakers of English; write curriculum guidelines and teacher/student handbooks; perform basic math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements