

English as a Second Language Instructor

Part-time ESL Instructor for Community-Based Adult Education Provider

An enthusiastic, flexible instructor is needed to provide instruction to adult English language learners, guiding them toward gaining proficiency in listening, speaking, reading and writing. Key responsibilities include classroom management, lesson planning, and instruction in the following content areas: English language acquisition, literacy, and civics.

Education/Skills:

Bachelor's Degree in education, counseling, liberal arts, or related field. Teaching certification is preferred, but not required.

- At least 2 years of teaching experience
- Must have at least 1 year of experience teaching ESL content areas
- Knowledge of adult student characteristics
- Knowledge of English as a Second Language content areas
- Ability to make decisions concerning student instruction
- Strong classroom, organizational, and communication skills
- Ability to adapt to the varying needs of adult learners
- Good computer skills, proficient in Microsoft Office Suite

Job Responsibilities:

- Under minimum supervision, conducts instruction as specified in program curriculum guide and handbook
- With the assistance of the Program Manager, plans a program of study that meets the individual needs, interests, goals and abilities of the adult student
- Uses a variety of instructional methods, materials, and techniques
- Meets and instructs classes as designated
- Prepares for all classes assigned
- Evaluates student progress and track attendance regularly
- Maintains accurate, complete, and up-to-date records
- Attend staff meetings and participate in professional development opportunities as required

The position is part-time for approximately 6-8 hours per week. Salary will be based on experience. Criminal, FBI, and Child Abuse background checks will be required for employment.

To apply:

Applicants must submit a letter of interest and a current resume. Please send requested documents to:

tbourdon@employmentskillscenter.org.