



## ESL Instructor (Part-time) Job Announcement

<b>Mission Statement:</b> To Engage, Educate, and Empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life.
<b>Vision Statement:</b> Where continued education improves lives and builds better communities.
<b>Summary:</b> The English as a Second Language (ESL) Instructor is responsible for working with individual adult learners in in-person and virtual settings. Provide the teaching of ESL in compliance with Texas Adult Education and Literacy Content Standards while integrating civics and jobs skills into lesson delivery. Helps adult learners meet their educational, personal, and professional goals while building a strong community in the classroom.
<b>Position Type:</b> Part-time
<b>Reports to:</b> Instruction & Professional Development Manager
<b>Supervises:</b> Instructional aide(s) or tutors as applicable.
<b>Works With:</b> Program and Testing Lead, Office and Data Lead, Career Navigator/Coach, other instructors, interns, and volunteers.

### Primary Responsibilities

#### *English as a Second Language with Civics concentration*

- Plan, organize, and provide instruction in English with a concentration on civics that meet state and federal standards;
- Provide individual or small group instruction that is consistent and coordinated with state and federal instructional standards to ensure that adult learners meet and exceed learning targets;
- Develop and deliver lesson plans and syllabi for in-person and virtual instruction that utilizes a broad range of appropriate teaching techniques and strategies;
- Address all aspects of communication through appropriate instruction that develops each adult learner's abilities to read, write, speak, and listen in the appropriate content area;
- Complete required AEL professional development hours as specified by TWC;
- Maintain complete and accurate records of adult learners' progress and evidence of growth and progress;
- Provide a nurturing and supportive learning environment that encourages adult learners' responsibility and incorporate suitable instructional strategies;
- Adapt curriculum to provide individual, small group, and/or remedial instruction as to meet the needs of individual adult learners and subgroups of adult learners;
- Establish and monitor Individual Training, Education and Career Plan (ITEC) and Reviews for each adult learners during the first week of class, during the mid-point of the semester, and immediately after progressing testing;
- Manage allotted instructional time to maximize adult learner achievement;
- Contact adult learners when absent to ensure higher level of retention;
- Utilize public library and local Workforce Solutions resources;
- Establish and communicate clear objectives for all learning activities;



- Ability to work independently and as a team member;
- Ability to work under pressure and multi-task to meet deadlines;
- Ability and willingness to work remotely and travel to satellite locations;
- Perform other duties as may be requested by the Instruction & Professional Development Manager or President & CEO.

### **Qualifications**

- Bachelor's Degree
- Bi-lingual or equivalent in one language other than English
- English native speaker preferred or equivalent in English required
- One to three years of experience in teaching ESL
- Computer Proficient in Microsoft Office Products (particularly Word, Excel, PowerPoint, and Outlook) and ZOOM

### **Competencies**

- Personal and interpersonal communication skills;
- Organizational skills;
- Ability to keep concise records;
- Compassionate and Nurturing;
- Ability to incorporate technology in instruction;
- Ability to facilitate group discussion, analyze situations, and draw conclusions;
- Problem-solving skills;
- Adaptability to Change;
- Ability to establish and maintain constructive relationships.

### **Working Environment**

- This position operates in a professional office environment. This role currently uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

### **Travel**

- This position requires travel to sites, meetings, trainings, in-services, and conferences.



## **How to Apply**

To apply for this position, email a cover letter and resume to [jobs@adulthoodeducationcentertexas.org](mailto:jobs@adulthoodeducationcentertexas.org).

## **Equal Opportunity & Diversity Statement**

At the Adult Education Center, we embrace and celebrate diversity. Diversity and inclusion allow the Adult Education Center to thrive when we get it right. The Adult Education Center is an equal opportunity employer. We provide equal employment opportunities to all persons without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), age, physical, mental or sensory disability, marital, civil union or domestic partnership status, past or present military service, family medical history, family or parental status, political affiliation or belief. At the Adult Education Center, we have zero tolerance for any form of discrimination or harassment of our employees. Our dedication to ensuring a safe and healthy workplace free of discrimination and harassment is a priority and woven into the Adult Education Center's organizational fabric and policies.

If you are interested in learning more about the Equal Opportunity & Diversity activities and process, contact:

Ernest Lewis III  
President & CEO  
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Pearland, TX 77581  
Ernest.Lewis@AdultEducationCenterTexas.org  
Telephone: (281) 485-1000

## **Reasonable Accommodation & Modifications Notice**

Federal law requires employers to provide reasonable accommodation to qualified applicants with disabilities. Let us know if an accommodation to apply for a job or to perform your job is required by contacting Human Resources. Reasonable accommodation includes modifications to the application process or employment procedures, providing documents in an alternate format, requiring a sign language interpreter or using specialized equipment. If you need an accommodation due to a disability to apply for a position at the Adult Education Center, call us at 281.485.1000 or send us an email at [reasonableaccommodations@adulthoodeducationcentertexas.org](mailto:reasonableaccommodations@adulthoodeducationcentertexas.org).