



ESL INSTRUCTOR Job Description

Mission Statement: To Engage, Educate, and Empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life.
Vision Statement: Where continued education improves lives and builds better communities.
Summary: The English as a Second Language (ESL) Instructor is responsible for working with individual students/learners or small groups. Provide the teaching of ESL in compliance with Texas Adult Education and Literacy Content Standards while integrating civics and job skills into lesson delivery. Helps students/learners meet their educational, personal and professional goals while building a strong community in the classroom.
Position Type: Part-time
Reports to: ESL & Entrepreneurship Instructor Lead
Supervises: Instructional Volunteers as applicable.
Works with: Program & Testing Lead, Office & Data Lead, Volunteer & Outreach Lead, other instructors, interns and other volunteers.

Primary Responsibilities

English as a Second Language

- Plan, organize, and provide instruction in English 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 students/learners meet and exceed learning targets;
- Develop and deliver lesson plans and syllabi that utilize a broad range of appropriate teaching techniques and strategies;
- Address all aspects of communication through appropriate instruction that develops each student's ability to read, write, speak, and listen in the appropriate content area;
- Maintain complete and accurate records of student progress and evidence of growth and progress;

- Provide a nurturing and supportive learning environment that encourages student/learner responsibility and incorporate suitable instructional strategies;
- Adapt curriculum to provide individual, small group, and/or remedial instruction as to meet the needs of individual students/learners and subgroups of students/learners;
 - a. Establish and monitor Individual Training, Education and Career Plan and Reviews for each student/learner (ITEC) during the first day of class and immediately after progress testing;
- Manage allotted instructional time to maximize student achievement;
- Contacts students/learners when absent to ensure higher level of retention;
- Utilize public library resources;
- Establish and communicate clear objectives for all learning activities;
- Develop lesson plans and activities.
- Ability to work independently and as a team member;
- Ability to work under pressure and multi-task to meet deadlines;
- Perform other duties as may be requested by the Director of Education and Programs.

Qualifications

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

Competencies

- Personal and interpersonal communication skills;
- Organizational skills;
- Ability to keep concise records;
- Compassionate and Nurturing;
- Ability to incorporate technology in the classroom;
- 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.

To apply for this position, email a cover letter and resume to jobs@adulthoodeducationcenter.texas.org. No phone call please.