



ESL & ENTREPRENEURSHIP INSTRUCTOR LEAD

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) & Entrepreneurship Instructor Lead is responsible for the teaching of ESL, IET Entrepreneurship, and Content Standards while integrating literacy/language skills, best practices, community issues, and culture. Helps students and aspiring small business owners meet necessary goals and qualify to meet their educational, personal and professional goals. Also coaches teachers on the new Content Standards and implementation and compliance with TWC requirements.
Position Type: Full-time
Compensation: Salary: \$42,000 /yr. Medical Employee Allowance: \$150/mo. {\$1,800/yr.} Supplemental Benefits: Vision, Dental, Short-term & Long-term disability, Life Insurance valued at \$25,000, and 3% Simple IRA contribution of annual salary PTO: 10 business days or two weeks
Reports to: Director of Education and Programs
Supervises: Part-time ESL Instructors and Citizenship Instructor
Works with: The Adult Education Staff key staff particularly President & CEO, CFO, Program & Testing Lead, Office & Data Lead, Volunteer & Outreach Lead, interns and volunteers.

Primary Responsibilities

English as a Second Language

- Plan, organize, and provide instruction in English that meet state and federal standards;
- Provide instruction that is consistent and coordinated with state and federal instructional standards to ensure that students 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 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 (ITEC) during the first day of class and immediately after progress testing;
- Manage allotted instructional time to maximize student/learners achievement;
- Contacts students when absent to ensure higher level of retention;
- Develop incentives to keep students/learners in class;
- Develop professional relationships with other agencies and programs;
- Utilize public library resources;
- Work with Director of Education and Programs to ensure initiatives are being met;
- Tutor students on an individual basis if needed;
- Establish and communicate clear objectives for all learning activities;
- Prepare and distribute required reports;
- Ability to work independently and as a team member;
- Ability to work under pressure and multi-task to meet deadlines;
- Perform other duties related to the position of the ESL & Entrepreneurship Instructor Lead as may be requested by the Director of Education and Programs.

IET Entrepreneurship

- Lead outreach efforts for the recruitment of IET participants;
- Mentors aspiring business owners with minimal capital and business experience;

- Develops project-oriented lessons providing students/learners with experiential learning opportunities in entrepreneurship and business operations;
- Coordinate business owners, lawyers and CPAs to serve as guest speakers and provide insight on the many components of entrepreneurship.

Content Standards Coach

- Mentors teachers and advises the Director of Education and Programs on the new Content Standards and establish a plan for implementation and compliance of state and federal contract standards;
- Interface with funding partners and employ changes as requested concerning Content Standards;
- Performs Gap Analysis to ensure AEC's current curriculum matches new Content Standards;
- Constructs lesson plans templates and syllabi that meet minimum requirements of funding entities and make necessary modifications;
- Facilitates in-services for teachers to help them with lessons plan development and instruction best practices.

Qualifications

- Bachelor's Degree in the field of education, social work, business or a related field;
- Three to Five years in the field of nonprofit administration, adult literacy, family literacy, workforce or social service;
- Experience in teaching diverse cultures and groups;
- Bi-lingual in Spanish or Vietnamese preferred.
- 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.

For more information and to apply for the position, send a copy of a cover letter, resume, and references to hr@adulthoodeducationcenter.texas.org.