

## **SOUND LEARNING JOB OPPORTUNITY: PART-TIME EVE. ESOL INSTRUCTOR**

***Sound Learning is looking for a capable, enthusiastic, dedicated individual to join our team. This is a great opportunity to collaboratively deliver high quality adult education programs that help participants reach their goals and improve their lives.***

Sound Learning is a non-profit organization that promotes access to education through community-based small group tutoring and classes in Mason and Thurston Counties. Our programs include GED, High School+, academic skill improvement, and English for Speakers of Other Languages (ESOL). Community, academic, and employment topics as well as technology are integrated into all classes. Sound Learning serves 160 -180 adults and families each year, in partnership with over 80 trained community volunteers.

**We are currently offering classes using a hybrid model of in-person instruction combined with distance learning.** This position requires the ability to facilitate learning in-person and in a distance environment with busy working adults who may be new to distance learning.

### **ESOL Instructor Position:**

The ESOL Instructor will facilitate English language learning (reading, writing, speaking, listening, and math) with adults and out of school youth (16+) who are immigrant learners. Students represent a variety of ages and abilities, and come from a range of ethnic, socio-economic and educational backgrounds. Our program values learner-centered instruction and the use of volunteers. This position requires the ability to facilitate interactive learning with limited English speakers. Use of technology is required. The ESOL Instructor will work collaboratively with a team of instructors to plan, teach, and create curriculum for ESOL classes. **The instructor will teach up to 3 evenings per week**, 2 in-person and 1 via computer. Students will also participate in distance learning activities during the week. This is a part-time, hourly position. There will be paid preparation time available.

### **Responsibilities:**

- Coordinate with staff to obtain intake and goal-setting information on new students and interpret diagnostic assessment tools.
- Provide ESOL instruction around students' goals, priorities, and abilities. Design interactive, standards-based lessons and activities that incorporate learner-centered themes and approaches.
- Provide interactive instruction in person and online utilizing level appropriate material and a combination of Google Voice, Google Meet or Zoom, Google Classroom or other online learning programs. Training provided.
- Collaborate with the ESOL Program Managers, under the supervision of the Executive Director, to create curriculum, teach students, and mentor volunteer tutors assisting in the classroom or online.
- Submit documented attendance weekly; maintain and update student files.
- Assess and document progress (per unit and quarterly), and re-visit goals with continuing students.
- Identify students who qualify for CASAS post-testing and arrange for testing, in coordination with ESOL Program Managers.
- Submit data for monthly/quarterly reporting as requested and in a timely manner. Attend staff meetings.
- Participate in staff orientation and professional development opportunities to improve instructional practices and keep current in the field of adult education.

### **Qualifications:**

#### **➤ Experience & Education**

Background in adult education. Experience in ESOL Instruction.

AA or some college required.

TESOL and/or K-12 certifications a plus.

Ability to speak, read and write in Spanish preferred but not required.

➤ **Skills/Abilities:**

- Effectively teach adults and out of school youth utilizing best practices and an interactive approach.
- Effectively communicate with limited English speakers.
- Develop a strong rapport with adult learners from diverse backgrounds and with varied abilities.
- Teach remotely via video classes; create distance assignments and video-based lessons.
- Working knowledge of Microsoft Office Suite. Working knowledge of Google Suite, a plus.
- Experience using Zoom for meetings, support, or instruction with students.
- Work collaboratively as part of a team, and independently without direct supervision.
- Highly organized with effective problem-solving skills. Patient, flexible, and creative. Open to learning new skills.
- Strong English language, reading, & writing skills. Sensitive to cultural, social, and learning differences.
- Able to work in the evening.

**Schedule:** 18 - 20 hours per week for instruction, planning/preparation, data collection and documentation. Training provided. Instruction currently includes two 2.5/hr in-person classes per week, 2 hrs. of video class each week, and distance assignments.

**Pay:** Starting \$16 to \$17.50 per hour D.O.E.

**Ideal start date: July 7, 2021. Classes start July 12<sup>th</sup>. Position will remain open until filled.**

Please submit a resume, letter of interest, and completed application questions to [director@soundlearning.co](mailto:director@soundlearning.co). Application materials can also be sent via mail to PO Box 2529 Shelton, WA 98584. Application questions can be found on our website [www.soundlearning.co](http://www.soundlearning.co) under the 'employment' tab.