SOUND LEARNING
JOB OPPORTUNITY: PART-TIME ESL INSTRUCTOR

Overview:

The ESL Instructor will work with trained volunteers in a multi-level classroom to facilitate English language learning (reading, writing, math, speaking, and listening skills) among adult and out of school youth (16+) immigrant learners. Students represent a variety of ages and abilities, and come from a range of ethnic, socio-economic and academic backgrounds. Our program values learner-centered instruction and the use of volunteers in the classroom. The ESL Instructor will collaborate with other staff, under the supervision of the Exec. Director, to deliver services and programs. This is a part-time, hourly position. There will be some paid preparation time available

Responsibilities:

- Coordinate with staff to obtain intake and goal-setting information on new students and interpret diagnostic assessment tools.
- Provide ESL instruction around students' goals, needs, and abilities. Design rigorous standards-based lessons and activities which incorporate learner-centered themes and approaches.
- Collaborate with the ESL Program Managers, under the direct supervision of the Executive Director, to supervise and mentor volunteer tutors assisting in the classroom.
- Maintain and update student files and submit documented attendance (weekly).
- 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 ESL Program Managers.
- Submit data for quarterly reporting as requested and in a timely manner.

Qualifications:

- Experience & Education
  Background in adult education. Experience in English as a Second Language
  High School Diploma or Equivalent required.
  AA or equivalent experience preferred.
  TESOL and/or K-12 certifications a plus.

- Skills/Abilities:
  -Ability to teach adult and out of school youth ESL.
  -Ability to effectively communicate with non-English speakers
  -Ability to speak, read and write Spanish preferred but not required.
  -Highly organized with effective problem-solving skills.
  -Strong English language, reading, & writing skills.
  -Computer Skills: Working knowledge of Microsoft Office Suite programs
  -Working knowledge of Google Docs and Drive a plus.
  -Patient, flexible, and creative.
  -Sensitive to cultural, ethnic, social, and learning differences.
  -Able to respect and communicate easily with adult learners from diverse backgrounds and with varied abilities.
  -Able to work independently without direct supervision, and as part of a team.

Schedule: 10 hours of class time per week, (Monday through Thursday, 6:00 p.m. to 8:30 p.m.) and 5 hours for preparation and data collection. Some additional paid hours for occasional training and meetings.

Salary: $16.00/hr.