

Adult ESOL Lead Teacher

Description:

The English Empowerment Center seeks experienced ESOL instructors who display a high degree of professionalism, intercultural sensitivity, and a belief in lifelong learning to teach in one of our programs: beginning-level English classes, Family Learning Program (FLP), or writing classes.

Join us in teaching adults foundational English language and literacy skills so they can more fully and equitably participate in the community. Part-time positions are for 8- to 12-week sessions.

Responsibilities include but are not limited to:

- Teach English to adults of immigrant or refugee background representing a wide range of cultures and educational backgrounds.
- Use an integrated and contextualized learning approach to teach key topic areas, such as civics, digital literacy, family literacy, financial literacy, health literacy, and workforce preparation.
- Create engaging and effective lesson plans aligned to curricular goals and objectives.
- Incorporate assigned textbooks, authentic materials, and technology as appropriate.
- Collaborate with volunteer class aides to maximize classroom learning opportunities.
- Record and update online class records (e.g., attendance).
- Support volunteer teachers and class aides at the site.
- Participate actively in faculty meetings and student assessment.
- Travel to the English Empowerment Center office to pick up and drop off materials.
- Occasionally lift and/or move up to 25 pounds of books and other materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional responsibilities specific to Family Learning Program teachers include but are not limited to:

- Design and facilitate bi-weekly Parent and Child Together (PACT) Time[®] activities.
- Collaborate with the children's teacher to ensure enough materials and snacks are available.

Required Qualifications:

- 2 years ESL/EFL classroom teaching experience with adults or other strong teaching background
- Experience working with a diverse learner population
- Bachelor's degree

Preferred Qualifications:

- Master's degree in teaching English as a second language (TESOL, TEFL, etc.) or completion of a 120-hr TESOL certificate with practicum (e.g., CELTA, SIT TESOL Certificate)
- Proficiency in another language
- Experience incorporating technology to engage, enhance, and extend learning
- Experience facilitating high quality remote instruction, preferably with Zoom
- Experience teaching adult emergent readers and those with limited or no prior formal schooling

English Empowerment Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.