

# Job description

## Adult ESOL Instructor (online)

### Description:

The English Empowerment Center seeks experienced adult ESOL instructors who displays a high degree of professionalism, intercultural sensitivity, and a belief in lifelong learning to teach Intensive English and Workforce Readiness courses in our Destination Workforce® program.

Join us in teaching adults the foundational language, literacy, and cultural skills to improve their employability and to empower them to participate more fully and confidently in the workplace for success and advancement. Part-time positions are for 8- or 9-week sessions.

**Pay:** \$25 / hour, includes teaching time and some planning time.

### Hiring:

- One part-time online position for April 10 through June 8, Mondays through Thursdays, 9:30 AM-1:30 PM Eastern. Low/high beginning class. Possibility for continued employment in person or online afterward.

### 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).
- 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.

### 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

- Experience facilitating high quality remote instruction, preferably with Zoom

**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 (especially Dari or Pashto)
- Experience in teaching computer skills and in incorporating technology to engage, enhance, and extend learning
- Experience teaching adult emergent readers and learners with limited or no prior formal schooling

**Resume and cover letter required.**

English Empowerment Center is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Job Types: Part-time, Temporary

Salary: \$25.00 per hour

COVID-19 considerations:

This class will be entirely online this semester. In future semesters, the class might go back in person in Alexandria, Virginia.

Education:

- Bachelor's (Required)

Experience:

- adult ESL teaching: 2 years (Required)
- online teaching: 1 year (Required)
- digital skills teaching: 1 year (Required)

Language:

- Dari or Pashto (Preferred)

Work Location: Hybrid remote in Falls Church, VA 22042

**Please send your resume and cover letter to [mrea@EnglishEmpowermentCenter.org](mailto:mrea@EnglishEmpowermentCenter.org).**