



Latin American Community Center

Position Description English as a Second Language Instructor

Position Title: Evening ESL Instructor
Department: Family Support Services
Supervisor: Program Administrator and Workforce Development Manager
Status: Part-time Classification: Non -Exempt

Incumbent Printed Name Date

Supervisor Printed Name Date

Incumbent Signature Date

Supervisor Signature Date

Responsibilities:

The primary responsibilities of the part time ESL Instructor are to instruct ESL students in class during the evening (**Monday - Thursday 5:00 p.m. to 9:30 p.m.**). The incumbent is also responsible to assist in recruitment and retention of ESL students and to be involved in the on-going development and evaluation of the ESL curriculum.

Qualifications:

- Bachelor's degree and/or 2 - 3 years experience teaching ESL to an adult population
- Computer literate with experience in MS Word, Excel, Access and the Internet
- Excellent communication skills both oral and written in English and Spanish
- TESOL Certification Preferred but not necessary

Required knowledge, skills and abilities:

- Ability to teach adult ESL on line and face-to-face classes
- Knowledge of teleconferencing and distance education
- Ability to use social media like WhatsApp, Facebook, and Instagram
- Ability to use the Zoom platform
- Knowledge of adult education and ESL instruction, theory, and practice
- Knowledge and experience in ESL curriculum development
- Ability to plan, organize, and perform instructional duties with initiative and judgment
- Ability to work under minimal supervision
- Ability to function effectively in an adult classroom (virtual and face-to-face) environment and ability to think and act appropriately under pressure
- Excellent interpersonal and communication skills (written and verbal)
- Ability to communicate and work effectively with volunteer staff
- Ability to maintain confidentiality in all interactions
- Ability to work on a team, have a "whatever-it-takes" work ethic, and have an excellent customer service attitude

Responsibilities:

- Provide face-to-face (when needed) and on-line instruction to adult ESL Students
- Prepare curriculum based on program goals and objectives
- Monitor student progress
- Evaluate/Assess students to assign to adequate English proficiency level
- Coordinate and assign duties to volunteers when needed
- Report to supervisor regarding student progress, accomplishments, challenges and/or concerns
- Pursue the implementation of the program's best practices
- Attend, participate, and present materials at ESL-related training and conferences when necessary
- Attend and participate in meetings
- Support supervisor as needed

Revised and updated February-2021