



Job Title: AESL Part Time Instructor	Department: AESL
Reports to: AESL Assistant Director	Job status: non-exempt Pay Range: \$22-\$26/hr

JOB SUMMARY

AESL Part Time Instructors work with the AESL instructional team to prepare and conduct English classes for Adult English language learners. This person can expect to prepare lessons, instruct students, collaborate with staff, contact students regarding progress, and record data. They should be an engaging instructor who uses performance data to inform instructional decisions, willing to work with a team to accomplish program goals, and conscientious about keeping and recording accurate records. They are responsible for helping students progress in their English skills (as evidenced by achieving measurable skills gains) and connecting with students to track attendance and progress.

To be a successful AESL Part Time Instructor, they should have an understanding of data-based instruction, strong understanding of the structure of the English language, ability to relate and build rapport with people of diverse backgrounds, and proficiency with computers and software, such as G Suite, Google Classroom, and Promethean Boards. They should be reliable, professional, and have excellent interpersonal skills. They should also be able to differentiate instruction based on student needs and integrate skills and content to deliver cohesive integrated lessons.

The Part Time Instructor will be requested to work at one of the following locations:
 Power Center Academy, 5390 Mendenhall Mall, Memphis, TN
 HopeWorks, 3337 Summer Ave, Memphis, TN
 The Refuge, 9817 Huff n Puff Rd, Lakeland, TN
 Highland Church of Christ, 400 N Houston Levee Rd, Cordova, TN

Depending on the location, the instructor will either work M/W from 5:45pm-8:15pm or T/Th from 5:45-8:15pm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Instruction**
 Plan and execute instruction to empower students to progress in English and career goals including:
- Review pretest and post-test data to target student skill deficiencies to enable students to make measurable skills gains.
 - Prepare engaging lessons that incorporate all learning modalities.
 - Instruct students in reading, writing, speaking, listening and English grammar integrating with civics, workforce preparation and life skills in compliance with WIOA regulations.
 - Reach out to students who have not been attending class to understand barriers to identify and address barriers.
- Data and Records**

- Maintain and enter accurate attendance records.
- Document student contact and student achievements
- Track student progress through Jobs4TN

General Operations

- Lead by example, promoting positive communication, teamwork and professionalism.
- Promote AESL program through interaction with students and prospective students.
- Support other staff as a member of the AESL team.
- Refer students to other HopeWorks programs as need arises.
- Other assigned Duties as requested.

EDUCATION & RELATED WORK EXPERIENCE

Education Level:

(minimum & preferred educational requirements necessary to perform this job successfully)

Bachelor's required, teaching license (or equivalent) required; ESL or English certification preferred

Years of Related Work Experience :

(minimum & preferred related work experience necessary perform this job successfully)

2-3 years teaching experience preferred; proficiency in language other than English preferred; experience working in country with second language preferred

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED PREFERRED

	REQUIRED	PREFERRED
Knowledge of and ability to consistently apply instructional practices.	X	
A strong command of computer skills (preferably GSuite and education technology such as Promethean or Smart Board) is required.	X	
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff and students.	X	
Flexibility and willingness to work well in unexpected situations	X	
Strong written and verbal communication skills	X	
Demonstrated ability to work under pressure	X	
Must be willing and able to collaborate with others, both offering input as respectfully accepting others points of view.	X	
Able to exercise judgment regarding matters of significance.	X	
Deals with confidential information on a daily basis and must respect the nature of the data.	X	
Problem solving skills	X	
Bilingual		X

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

(Describe any specific workplace conditions and/or physical abilities that are related to and/or required by this job)

To perform the functions of this job, the IELCE Part Time Instructor will perform in-person work adhering to COVID-19 protocols. The work may require prolonged periods of time in stationary positions, either sitting or standing, and s/he may be required to do light lifting that requires moving objects up to 20 pounds.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date: 9/24/2020	Revision Date: 7/1/22
Supervisor: I have approved this job description and reviewed it with my employee.	
Signature: _____	Date: _____
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature: _____	Date: _____
Human Resources:	
Signature: _____	Date: _____