



JOB DESCRIPTION

Job Title: Full-Time ESL Instructor	Department: AESL
Reports to: AESL Assistant Director	Job status: Exempt
	Pay Range: \$47,000-\$54,000

JOB SUMMARY

The ESL Instructor works with the Adult ESL instructional team to prepare and execute instruction of students. This person can expect to prepare lessons, instruct students, collaborate with staff, manage sites, contact students regarding progress, record and verify accuracy of 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 other goals.

The successful ESL Instructor should have an understanding of data based instruction, strong understanding of the structure of the English language, ability to relate to 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.

The ESL Instructor will be required to work at least 2 evenings per week 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 integrated with civics, workforce preparation and lifeskills in compliance with WIOA regulations
- Work with administration and student coordinators for student recruitment, outreach, and retention efforts
- Reach out to students who have not been attending class to identify and address barriers

Data and Records

- Maintain and enter accurate attendance records
- Document student contact and advising sessions
- Track student progress through Jobs4TN

General Operations

- Perform site lead functions as assigned

- As a member of the AESL team 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

REQUIRED SKILLS AND KNOWLEDGE

	REQUIRED	PREFERRED
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	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

The employee 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 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: 6/25/21	Revision Date: 8/25/2022
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Human Resources:	
Signature:	Date: