

Jackson Mann Community Center
Adult Basic Education ESOL Teacher Job Description
Part-time Evening Position

Each class meets 9 hours per week. For every three hours taught, teachers are allotted and compensated for an additional two hours of prep, and one hour dedicated to professional/program development or staff meetings for a total of 16 hours per week.

Teaching Responsibilities

- Teach ESOL classes on Tuesdays, Wednesdays, and Thursdays from 6:00 pm to 9:00 pm
- Work with students to help set and meet goals; refer them to the Program Counselor when needed
- Help students understand the agency's educational pathway as well as other services available to them through community partnerships
- Develop and deliver lesson plans utilizing a broad range of appropriate differentiated techniques and strategies addressing all aspects of communication that develop each student's ability to read, write, speak, and listen in content areas at levels that ensure learners meet or exceed learning targets
- Follow Jackson Mann's scope and sequence
- Integrate technology into instruction

Administrative Responsibilities

- Choose and order textbooks at the beginning of each new school year
- Maintain student attendance and submit to the Program Counselor every week
- Submit lesson plans to the Director every month
- Communicate classroom/student issues to the Program Counselor promptly
- Maintain and report on up-to-date student information (dropout, completion, etc.)
- Attend team meetings twice a month
- Participate in a minimum of 12 hours of professional development training
- Participate in program development projects
- Other duties as assigned

Minimum/Required Qualifications

- B.A./B.S required
- two+ years' experience of ESOL instruction and curriculum development to diverse adults at various levels
- Knowledge of methods and materials used in ESOL instruction
- Excellent communication, interpersonal and organizational skills
- Able to work independently and as part of a team
- Must pass CORI/SORI background check

Preferred Qualifications

- M.A./M.S. in instructional ESOL, education, or a related field
- BEST Plus and/or TABE CLAS-E certification
- Experience integrating technology in the classroom

Please email resume and cover letter to:

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Equal Opportunity Employer.