



## Title: Adult Education ESOL Teacher – Part-time

**Overview:** The Literacy Center seeks a part-time teacher for a Level I (Beginner) English For Speakers of Other Languages (ESOL). This position reports to the Executive Director. The teacher is sought for 4 hours of instruction per week in. Class hours will be Tuesday & Thursday, 12pm-2pm, with additional prep time included in the compensation package. This class is currently taught on Zoom. In addition to class and prep time, teachers are expected to attend the monthly staff meeting (also via Zoom) on the first Friday of the month at 10am. Opportunities to teach additional classes or take on additional hourly responsibilities become available periodically.

### Duties:

- Teach ESOL class at assigned level using The Literacy Center’s curriculum;
- Develop, prepare, and implement lesson plans;
- Submit lesson plans to the designated administrative staff prior to the week’s start;
- Evaluate, assess, and plan for students’ educational and social needs, working in partnership with Educational Counselors to ensure students’ needs are met;
- Assist Educational Counselors with coordinating students for standardized testing, when needed;
- Attend pertinent professional development opportunities as required;
- Attend monthly staff meetings via Zoom;
- Communicate with students via telephone, text, email or letter, referring more difficult or complex problems to Educational Counselor or appropriate person(s);
- Interact with students, program staff, volunteers and outside organization staff to ensure student’s needs are being met while maintaining confidentiality;
- Participate in an annual evaluation by the Director which will include observation and written feedback.

### Minimum Qualifications Required:

- Ideal candidate will be a team-player who is interested in the personal and professional growth of their students and can engage with a diverse range of individuals with the highest level of respect;
- 3 years minimum previous experience teaching adults (18+) in ESOL setting *required*;
- Bachelor’s degree in education or related field *required*;
- Bilingual or multilingual a plus.

### Compensation:

- \$28.00/hour; with 30 minutes of paid prep for every hour of teaching included
- SIMPLE IRA plan with a match of up to 3% by The Literacy Center
- Technology to teach class virtually can be provided if needed.

**To Apply:** All applicants, regardless of where the job posting was viewed, must submit a cover letter, resume and three professional references to Amanda Blount at [ablount@theliteracycenter.com](mailto:ablount@theliteracycenter.com) to be considered for the role.

*The Literacy Center is an equal-opportunity employer. Women, minorities, and people from the LGBTQ+ community are welcome and encouraged to apply. The Literacy Center is an equal-opportunity education institution. All staff must exhibit the utmost respect for individuals from other countries, cultures, and backgrounds, and possess a willingness to teach and work with diverse individuals regardless of race, religion, gender expression, age, national origin, disability, status, sexual orientation, or military status.*