



JOB DESCRIPTION

Job Title: AESL Substitute Instructor	Department: AESL
Reports to: AESL Instruction Coordinator	Job status: non-exempt Pay: \$24 - \$26 per hour

JOB SUMMARY

AESL Substitute Instructors work with the AESL instructional team to provide engaging, rigorous instruction as needed. This person can expect to collaborate with staff to ensure that lessons are prepared for students. They should be an engaging instructor who is flexible, willing to work with a team to accomplish program goals, and conscientious about keeping and recording accurate records.

The successful AESL Substitute Instructor should have an understanding of engaging students, 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 following shows days and times for AESL classes:
 Monday/Wednesday 9:30-11:30am: HopeWorks Summer Ave
 Monday/Wednesday 6-8pm: HopeWorks Summer Ave, Collegiate School of Memphis, Power Center Academy
 Tuesday/Thursday 9:30-11:30am: Holmes Road Church of Christ, Highland Church of Christ
 Tuesday/Thursday 6-8pm: Highland Church of Christ, The Refuge in Lakeland

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Instruction**
 Plan and execute instruction to empower students to progress in English and career goals including:
- 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
 - Collaborate with regular classroom instructor to communicate about what is assigned and what was covered during instruction
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- Data and Records**
- Maintain and enter accurate attendance records
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- 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
- Other assigned duties as requested

EDUCATION & RELATED WORK EXPERIENCE	
Education Level: (minimum & preferred educational requirements necessary to perform this job successfully)	
Bachelor's preferred, teaching license (or equivalent) preferred; 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
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 work place conditions and/or physical abilities that are related to and/or required by this job)

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: 11/3/2022
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: