



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

JOB SUMMARY

The AESL Substitute Instructor works 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. The Substitute instructor should be engaging flexible, and willing to work with a team to accomplish program goals, and conscientious about keeping and maintaining accurate records.

The successful AESL Substitute Instructor should have a demonstrated understanding of methods used to engage students, a strong understanding of the structure of the English language, ability to relate and build rapport with people of diverse backgrounds, and be proficient with computers and software, such as G Suite, Google Classroom, and Promethean Boards. The Substitute Instructor 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 Substitute Instructor should model HopeWorks values and ethics. To be effective in this position, one must be caring, empathetic, conscientious, confidential, culturally-sensitive, student-centered and reliable. This individual should adhere to professional standards as outlined by rules and regulations governing their profession.

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

Data and Records

- Maintain and enter accurate attendance records

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 degree required, 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**

	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: 05-30-2023

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: