



JOB DESCRIPTION

Job Title: Lead Instructor	Department: Adult ESL
Reports to: Assistant Director, Adult ESL	Job status: Exempt

JOB SUMMARY

The Adult ESL Lead Instructor works with the Adult ESL instructional team to prepare and execute instruction of students, as well as coach and support other Adult ESL instructors. The Lead Instructor will prepare lessons, instruct students, collaborate with staff, manage site locations and other instructors. They will contact students regarding progress and record and verify accuracy of data related to student progress. 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 Adult ESL Lead 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. The Lead Instructor should be reliable, professional, and have excellent interpersonal skills.

The Lead Instructor will be required to work at least 2 evenings per week from 5:45pm - 8:15pm and will teach at any of the assigned sites listed below:

Monday/Wednesday Schedule:

9:30am -11:30am: HopeWorks Summer Ave

6:00pm - 8:00pm: HopeWorks Summer Ave, Collegiate School of Memphis, Power Center Academy

Tuesday/Thursday Schedule:

9:30am -11:30am: Holmes Road Church of Christ

6:00pm - 8:00pm Highland Church of Christ

The Lead Instructor should model HopeWorks values and ethics. To be effective in this position, one must be caring, empathetic, conscientious, confidential, culturally-sensitive, and client-centered. This individual should adhere to professional standards as outlined by rules and regulations governing the profession.

Daily Functions and Responsibilities
<p>Instruction Plan and execute instruction to empower students to progress in English and career goals including:</p> <ul style="list-style-type: none"> • 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 life skills 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
<p>Data and Records</p> <ul style="list-style-type: none"> • Maintain and enter accurate attendance records • Document student contact
<p>General Operations</p> <ul style="list-style-type: none"> • Collaborate with Assistant Director to communicate with site partners • Meet weekly with instructors under their supervision to provide coaching and support • Lead by example, promote positive communication, teamwork and professionalism • Promote Adult ESL 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
<p>Education Level: Required</p> <ul style="list-style-type: none"> • Bachelor’s Degree • Active Teaching License (preferred) • ESL or English Certification (preferred)
<p>Years Related Work Experience</p> <ul style="list-style-type: none"> • 2-3 years teaching experience • Proficiency in language other than English (preferred)

Lead Instructor, Adult ESL

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
Experience in Education environment		X
A strong command of computer skills including G-Suite, Google Classroom, Zoom, MS Word, Excel and PowerPoint	X	
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, board, community volunteers, donors, etc.	X	
Strong organizational and time management skills; Demonstrated ability to meet deadlines	X	
Excellent demonstrated written and verbal communication skills as well as report and presentation creation	X	
Demonstrated ability to work under pressure	X	
Must be able to answer to multiple demands from multiple directions simultaneously without expressing frustration	X	
Deal with confidential information on a daily basis, respecting the nature of the data.	X	
Able to travel to satellite locations	X	
Able to prioritize matters of significance, and make decisions accordingly	X	
Work effectively as part of a team	X	
Participate in local and state activities and professional development	X	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
Able to Remain in a stationary position, often standing or sitting for prolonged periods. Able to work with distracting noise levels, such as from students and office equipment.

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: August 10, 2023

Revision Date:

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: