



## JOB DESCRIPTION

<b>Job Title: ESL Instructor, Full-Time</b>	<b>Department: Adult English as a Second Language</b>
<b>Reports to: Assistant Director, AESL</b>	<b>Job status: Exempt</b>

### JOB SUMMARY

The English as a Second Language Instructor works with the Adult ESL instructional team to prepare and execute instruction of students. The instructor can expect to prepare lessons, instruct students, collaborate with staff, manage sites, contact students regarding progress, record and verify accuracy of data. The ESL Instructor 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 ESL Instructor should understand data-based instruction, structure of the English language, and have ability to relate to and build rapport with people of diverse backgrounds. It is expected that the instructor demonstrate proficiency with computers and educational technology tools. The instructor should be reliable, professional, and have excellent interpersonal skills. The ESL Instructor will be required to work at least 2 evenings per week from 5:45-8:15pm as part of their workweek requirement. Additionally, the ESL Instructor will be asked to work at any of the following locations:

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

Monday/Wednesday 6-8pm: Collegiate School of Memphis or Power Center Academy in Hickory Hill

Tuesday/Thursday 6-8pm: Highland Church of Christ

The ESL Instructor should model HopeWorks values and ethics central to the HopeWorks mission of "Hope in Jesus Christ". 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 their profession.

### Essential Duties and Responsibilities

#### Instruction

Plan and execute instruction to empower students to progress in English and career goals including:

- 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, student coordinators, and AESL success coach for student recruitment, outreach, and retention efforts
- Reach out to students who have not been attending class to identify barriers

<p>Data and Records</p> <ul style="list-style-type: none"> <li>● Maintain and enter accurate attendance records</li> <li>● Document student contact</li> </ul> <p>General Operations</p> <ul style="list-style-type: none"> <li>● Perform site functions as assigned</li> <li>● As a member of the AESL team lead by example, promoting positive communication, teamwork and professionalism</li> <li>● Promote AESL program through interaction with students and prospective students.</li> <li>● Support other staff as a member of the AESL team</li> <li>● Refer students to other HopeWorks programs as need arises</li> <li>● Other assigned duties as requested</li> </ul>

EDUCATION & RELATED WORK EXPERIENCE	
<b>Education Level:</b>	
<ul style="list-style-type: none"> <li>● Bachelor's degree required</li> <li>● Teaching License preferred</li> <li>● ESL or English certification preferred</li> </ul>	
<b>Years of Related Work Experience:</b>	
<ul style="list-style-type: none"> <li>● 2-3 years teaching experience preferred</li> <li>● Proficiency in language other than English preferred</li> </ul>	

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff and students.	X	
Experience working with a team to achieve outcomes	X	
A strong command of computer skills: GSuite and education technology such as Promethean or Smart Board.	X	
Meticulous attention to recording and reporting accurate records/ data	X	
A strong, proven ability to analyze data and convert findings for reports	X	
Strong organizational and time management skills	X	
Excellent demonstrated written and verbal skills, reports and presentation creation in power point or related software.	X	
Able to travel to satellite locations	X	
Willing to collaborate with others, both offering input and respectfully accepting others point of view.	X	
Able to exercise judgment regarding matters of significance.	X	

Demonstrated ability to meet deadlines	X	
Problem solving skills	X	
Demonstrated ability to work under pressure	X	
Must be able to answer multiple demands from multiple directions simultaneously in a strength-based manner.	X	
Able to prioritize matters of significance, and make decisions accordingly	X	
Deals with confidential information on a daily basis and must respect the nature of the data.	X	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
Able to Remain in a stationary position, often standing or sitting for prolonged periods. Able to work in a shared space 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: 07/17/2023	Revision Date: 07-06-2024
<b>Supervisor: I have approved this job description and reviewed it with my employee.</b>	
Signature: _____	Date: _____
<b>Employee:</b>	
Name (Print) _____	
<b>I have reviewed this job description with my supervisor and acknowledge receipt.</b>	
Signature: _____	Date: _____
<b>Human Resources:</b>	
Signature: _____	Date: _____