



JOB DESCRIPTION

Job Title: Lead Instructor	Department: Adult English as a Second Language
Reports to: AESL Associate Director	Job status: Exempt

JOB SUMMARY

The Lead Instructor of Adult English as a Second Language works with the Adult ESL instructional team to prepare and execute instruction of students, as well as coach and support other AESL instructors. The Lead Instructor can expect to prepare lessons, instruct students, collaborate with staff, manage sites and other instructors, contact students regarding progress, record and verify accuracy of data. The Lead 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. This individual is responsible for helping students progress in their English skills (as evidenced by achieving measurable skills gains) and other goals.

The successful AESL Lead Instructor should understand data-based instruction and possess a strong understanding of the structure and use of the English language with the ability to relate to and build rapport with people of diverse backgrounds. The Lead Instructor should have proficiency with computers and software, such as G Suite, Google Classroom, and Promethean Boards. They should be reliable, professional, and have excellent interpersonal skills. As part of the full-time workload, the AESL Instructor will be required to work at least 2 evenings per week from 5:45-8:15pm and will be asked to teach at any of the sites listed below:

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: HopeWorks Summer Ave
12-2pm: Virtual
6-8pm: Virtual
6-8pm: Highland Church of Christ

The Lead Instructor of Adult English as a Second Language should model HopeWorks values and ethics central to the HopeWorks mission of "Hope in 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.

Daily Functions 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 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

Data and Records

- Maintain and enter accurate attendance records
- Document student contact

General Operations

- 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 AESL 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
Education Level: Required
Bachelors required, teaching license (or equivalent) preferred; ESL or English certification preferred
Years of Related Work Experience:
2-3 years teaching experience preferred; supervisory experience preferred; proficiency in language other than English preferred

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
Experience working with a team to achieve outcomes	X	
A strong command of computer skills (G-Suite, Google Classroom, ZOOM, MS Word, Excel, and PowerPoint) is required	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	
Ability to work with staff across multiple departments	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, students, etc	X	
Demonstrated ability to meet deadlines	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	X	

of the data.		
Strong written and verbal communication skills	X	
Bilingual		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. Willing to work inside one or more correctional facilities.

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: 01-18-2024
Supervisor: I have approved this job description and reviewed it with my employee.	
Signature: _____	Date: _____
Employee:	
Name (Print) _____	
I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature: _____	Date: _____
Human Resources:	
Signature: _____	Date: _____