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| <b>Job Title:</b> Adult English as a Second Language,<br>Instructor: Part-time | <b>Department:</b> Adult English as a Second<br>Language |
| <b>Reports to:</b> Adult ESL Lead Instructor                                   | <b>Job status:</b> non-exempt                            |

### JOB SUMMARY

The Adult ESL 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 and record and verify accuracy of data. 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. The Adult ESL Instructor is responsible for helping students progress in their English skills (as evidenced by achieving measurable skills gains) and connect with students to track attendance and progress.

The successful Adult ESL Instructor should have an understanding of data-based instruction, 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 Adult ESL Instructor 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.

### 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.

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| <ul style="list-style-type: none"> <li>• Instruct students in reading, writing, speaking, listening and English grammar integrating with civics, workforce preparation and life skills in compliance with WIOA regulations.</li> <li>• Reach out to students who have not been attending class to understand barriers to identify and address barriers.</li> </ul>   |
| <b>Data and Records</b> <ul style="list-style-type: none"> <li>• Maintain and enter accurate attendance records.</li> <li>• Document student contact and student achievements</li> <li>• Track student progress through Jobs4TN</li> </ul>   |
| <b>General Operations</b> <ul style="list-style-type: none"> <li>• 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> |

| <b>EDUCATION &amp; RELATED WORK EXPERIENCE</b>  |
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| <b>Education Level:</b>   |
| Bachelors required, teaching license (or equivalent) required; ESL or English certification preferred |
| <b>Years of Related Work Experience:</b>  |
| 2-3 years teaching experience preferred; proficiency in language other than English preferred;        |

| <b>REQUIRED SKILLS AND KNOWLEDGE</b>  |                 |                  |
|---|-----------------|------------------|
|   | <b>REQUIRED</b> | <b>PREFERRED</b> |
| Knowledge of and ability to consistently apply instructional practices.   | X               |                  |
| 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               |                  |

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| Bilingual |  | X |
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### 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 setting with distracting noise levels, such as from clients and office equipment.

### *Job Responsibilities*

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: 02/02/2026

**Supervisor:** I have approved this job description and reviewed it with my employee.

Signature:

Date:

**Employee:** I have reviewed this job description with my supervisor and acknowledge receipt.

Signature:

Date:

**Human Resources:**

Signature:

Date: