



El Sol Part-Time English as a Second Language (ESL) Teacher

This is an FLSA Classified Non-Exempt Part-Time Position. English as a Second Language (ESL) teacher is required to teach English to students of other languages. The teacher is required to commit to a schedule of 7.5 hours a week on Monday through Wednesday from 6:30 PM to 9:00 PM.

We are looking for a strong leader with relationship-building skills and creativity to teach and serve the community.

Essential Functions:

1. Prepare study material and assignments for the students in coordination with the Adult Literacy Coordinator and per funding sources (10%)
2. Plan and implement ESL instruction based on diagnosed needs of the class level. Be creative with program development (65%)
3. Track attendance in the computer system and maintain paper attendance to submit to Supervisor weekly. Report to the Supervisor those students who are frequently absent. (5%)
4. Perform pre and post-tests as required by funding sources (5%)
5. Monitor student's performance. Communicate to Supervisor any students who are not meeting expectations (5%)
6. Works with Adult Literacy Coordinator to prepare for the final ceremony at the end of each term (5%)
7. Attend team meetings, in-service training, or other team meetings called by Supervisor or Executive Director (5%)

Qualifications and Skills:

- A great leader with empathy to understand student's needs, motivations, and goals.
- Leadership skills and a desire to serve others
- Must have completed a four-year degree or teacher certification.
- Experience in teaching ESL or Adult Literacy classes
- Computer literate at the user level (Microsoft Office) and know how to use emails and attachments, must be able to learn SERTS computer system.
- Independent and able to perform with limited supervision.

This position will report to the Adult Literacy Coordinator

Name

Date
