

Division/Department:	Programs
Location:	Montgomery County, MD
Job Title:	Adult ESOL Instructor
Reports to:	Director of Programs

Level: Contract Employee	Type of position:	Hours: dependent on class schedule
Compensation: \$26/hr.	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non-exempt
	<input type="checkbox"/> Contractor	Telework Eligible?
	<input type="checkbox"/> Intern	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

GENERAL DESCRIPTION

The Literacy Council of Montgomery County's (LCMC) mission is to *enable adults to transform their lives and enrich our community through English literacy*. LCMC is looking to hire qualified and experienced teachers for its state funded English as a Second Language program. The classroom program provides 60 hours of instruction per session to help non-native English speaking adults improve their reading, writing, listening and speaking skills in contextualized instruction. Our life skills based program focuses on skills needed for employability, continued studies and the achievement of learner goals.

RESPONSIBILITIES

- Create engaging, life skills based lessons for adults based on competencies and standards.
- Teach functional English skills in a contextualized manner.
- Help students achieve their goals.
- Create lesson plans based on competencies and learner goals.
- Incorporate technology in lessons.
- Provide electronic lesson plans on a weekly basis to the Instructional Specialist.
- Record and update class attendance electronically on a daily basis.

- Check company issued email on a regular basis and respond to correspondence within one business day.
- Attend registration and testing at class site.
- Assist in the pre and post-testing of students as well as administer unit tests and quizzes to ensure learning.
- Complete the *Comprehensive Adult Student Assessment System (CASAS)* training prior to beginning the session.
- Utilize strategies to maintain student retention in an effort to attain state goal of 70%.
- Engage in a minimum of 12 hours of professional development per year.
- Attend mandatory teacher orientations.
- Attend required in-house workshops.
- Communicate and work with the Instructional Specialist regarding observations
- Ability and flexibility to teach any level as needed.
- Maintain communication with staff regarding: students, site, instruction or other issues as it impacts the performance of the class.
- Participate and contribute to the organizations' overall goals.

WORK ENVIRONMENT & BENEFITS

- Hours are dependent on class site: morning, afternoon, evening or weekend.
- Locations throughout the county.
- Opportunity to work in a high quality ESOL program for adults with continuous program improvements to support adult literacy in the highly-diverse Montgomery County community.
- Stipend for LCMC provided professional development.
- Stipend for lesson planning and paperwork.
- Photocopying available at office in Rockville.
- Sick and safe leave is accrued at a rate of 1 hour per 30 worked.

WORK EXPERIENCE REQUIREMENTS			
Minimum of two years related experience.			
EDUCATION REQUIREMENTS			
Bachelors' or Master's degree in a related field.			
Completion of a TESOL certificate program or degree in TESOL preferred.			
Knowledge of adult andragogy principles and techniques.			
PHYSICAL ACTIVITIES			
<p>The following physical activities are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations:</p> <ul style="list-style-type: none"> - The person in this position needs to regularly move about inside the office to access file cabinets, office equipment, etc. - The person in this position needs to regularly move about a classroom setting to adjust for instructional needs. - Will be required to occasionally lift and transport boxes and other materials (not more than 20 lbs.). - Must be able to operate a computer and other office productivity machinery (e.g., copier, fax machine). 			
REVIEWED BY:		<i>Title</i>	
APPROVED BY:		<i>Title</i>	
DATE POSTED:			
DATE HIRED:			
EMPLOYEE ACKNOWLEDGMENT OF RECEIPT (NAME AND SIGNATURE):		DATE:	