
ESL Instructor Job Description

RESPONSIBILITIES

- Create engaging, life skills based lessons for adults based on competencies and standards.
- Teach functional English skills in a contextualized manner.
- Ability and flexibility to teach any level as needed (including multilevel classes)
- Create and administer unit tests and quizzes to ensure learning
- Record and update class attendance electronically on a daily basis.
- Help students achieve their goals.
- Incorporate technology in lessons.
- Provide electronic lesson plans on a weekly basis to Supervisor.
- Maintain communication with Supervisor regarding: students, site, instruction or other issues as it impacts the performance of the class.
- Complete the Comprehensive Adult Student Assessment System (CASAS) training prior to beginning the session.

WORK EXPERIENCE REQUIREMENTS

- Minimum two (2) years experience teaching ESL classes to adults.

EDUCATION REQUIREMENTS

- Bachelor's' or Master's degree in a related field.
- Completion of a TESOL certificate program or degree in TESOL preferred.
- **Knowledge of adult education principles and techniques.**

Job Type: Part-time -

Location : Laurel , MD

Days and times : Twice a week - 3 hours each class (specific days and times to be confirmed)

Starting early January 2019 to end in March 2019

Hourly rate : \$24 - \$25

Please email resume to Alexandra Villamizar at alexandra@literacycouncilmcmd.org