

Position: English as Second Language (ESL) Instructor

Classification: Contractor Instructor - Grant Funded

General Responsibilities: ESL Contractor Instructors teach English classes for the Adult Education program that serves students in North Fulton and surrounding counties. The ESL Program offers three sessions of English classes a year. ESL lessons include speaking, listening, reading, writing, and a minimum of three assessments. ESL Contractor Instructors work flexible schedules, and ESL Instructors may teach morning and evening classes. ESL Contractor Instructors must fully embrace the responsibility for maintaining a minimum number of ten students within this program, and work diligently to maximize positive student outcomes.

Specific Duties:

- Instruct students with the program goals and objectives of teaching one unit a week using lessons to include speaking, listening, reading, and writing
- Evaluate students' progress by administering a minimum of three tests per session
- Ensure student learning outcomes are attained and appropriately recorded in a timely manner
- Prepare and maintain required documentation and administrative reports
- Maintain teaching certification requirements
- Maintain knowledge of current trends and developments in the field by attending staff development training, workshops, seminars and conferences
- Ensure safety and security requirements are met in the classroom
- Meet with students, staff members, and other instructors to discuss instructional programs and other issues affecting the progress of students

Minimum Education/Experience:

- Bachelor degree
- Excellent human-relations, interpersonal skills, and strong verbal and written communication skills
- Proficient skills using Microsoft Office Suite

Preferred Qualifications:

- Bachelor or Master in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate
- One or more years' paid teaching experience

Reports to: Education Programs Manager

Email resumes to wkuehl@nfcchelp.org