



GREAT CAREERS START HERE!

Are you interested in becoming a valued member of an award-winning team of professionals who are dedicated to helping ease hardship & foster financial stability in our community? We'd love to hear from you! Apply today for the part-time Evening ESL Contract Instructor position by sending your resume to: wkuehl@nfcchelp.org

Job Summary: 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. Lessons include speaking, listening, reading, writing, and a minimum of three assessments. Instructors work flexible schedules and may teach morning and evening classes. ESL Contractor Instructors must fully embrace the responsibility for maintaining a minimum number of ten students within the program and work diligently to maximize positive student outcomes.

Job Duties and Responsibilities:

- 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 knowledge of current trends and developments in the field by attending staff development training, workshops, seminars and conferences
- Maintain full-emersion teaching approach
- Utilize Presentation Plus and Smartboard technology
- 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

Required Skills and Abilities:

- Excellent human-relations, interpersonal skills, and strong verbal and written communication skills
- Proficient skills using Microsoft Office Suite
- One or more years' paid teaching experience

Education and Experience: College Degree.

If this sounds like the role for you, we'd love to meet you! Please submit your resume to wkuehl@nfcchelp.org

NFCC is a 501(c) 3 nonprofit organization whose mission is to help ease hardship & foster financial stability in our community.