

ESL Instructor at Adult Literacy Plus of Southwestern Arizona in Yuma, Arizona, United States

Job ID# 5151332 on www.azjobconnection.gov

Part Time

Pay Rate: DOE/DOQ

Job Description

Summary:

The ESL Level 2 Instructor position is responsible for development and implementation of curriculum in adult basic, evidenced based reading instruction, and or English Language Acquisition with integration of college and career readiness skills. The candidate is responsible for preparing students for successful completion of their classes that leads to high school equivalency, post-secondary education, and or job placement and entry.

This position may work at Adult Literacy Plus, or at a community site, or at some combination of the two. The ESL Instructor will teach 3 contact hours per day, (Mondays and Tuesdays from 5:00 PM to 8:00 PM). An additional (4) hours of lesson planning, preparation, and trainings will be completed on- or off-site. The ESL Instructor will teach 4 10-week sessions per Program Year. Teaching ESL can be both challenging and rewarding, providing educators with the chance to change the lives of students and their families. ESL students come to the program seeking High School Equivalency diplomas, English skills, and preparation for college and career, as such, ESL Instructors are expected to integrate College and Career Readiness content such as time management, technology, civics, and soft skills to support all students in achieving their short and long term goals. All instruction is expected to be Arizona Department of Education Standards-based, student-centered, and contextualized to ensure the classes are rigorous, pertinent, and meaningful for students.

This is a grant-funded position and continuation is contingent upon renewed funding. Position begins July 2022 for PY 22-23.

Duties and Responsibilities:

- Provides instruction to prepare participants to successfully acquire the skills to complete the ESL Level 2 program and transition to Level 3 and to career pathways and/or post-secondary education.
- Ensures ALPS compliance with all Arizona Department of Education (ADE) Adult Education Services (AES) policies, procedures, and standards.
- Designs and implements high quality curriculum and instruction for adult learners that is flexible, student-centered, standards-based, rigorous, and contextualized. (ESL 2).
- Integrates college and career readiness skills, computer literacy, and civics.
- Delivers instruction to students using a variety of methods; adjusts teaching styles to meet the needs of a diverse student population using adult learning theory/principles and content knowledge in math, writing, reading, and/or ESL.

- Prepares instructional materials, lesson plans, and classroom presentations in support of students achieving educational goals; accesses learner experiences as instructional resources. Lesson plans will be collected weekly by the Program Director for review and revision, as necessary. Walk-through observations will take place (2) times per quarter or (8) times per year.
- Establishes and maintains a classroom environment conducive to student learning.
- Adjusts learning options for individuals with special needs, physical, and/or psychological differences.
- Integrates technology into curriculum and other educational services.
- Administers formative and summative assessments: assesses student needs and goals, determines student placement in program; evaluates student skills; and assesses student progress for program continuation or completion.
- Facilitates goal-setting activities with students to set and monitor goal achievement.
- Completes accurate and timely data collection and reporting.
- Collaborates with instructors, coordinators/managers, and/or partners to develop and implement curricula that meet the needs of students and the goals of the program.
- Ability to work independently while contributing to a team environment.
- Develops, researches, reviews and/or revises curriculum, select texts, equipment, and materials including evaluation of alternative delivery methods of instruction.
- Attends staff meetings and program professional learning workshops.
- Represents the Adult Education Program at Conferences, State Committees, and/or various types of work groups.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Adult Basic Education and/or ESL instruction.
- Adult learning theory, principles, and methods.
- Non-traditional, student-centered approaches to instruction; maintain cohesive, multi-level diverse groups.
- Strong content knowledge in writing, reading, and/or ESL.
- Curriculum development.
- Contextualized instruction.
- Strong communication and interpersonal skills as applied to interaction with students, co-workers, supervisors, and the general public.
- Working in a collaborative team environment.
- Arizona Adult Education and College and Career Readiness Standards; State and National guidelines.
- College structure, systems, and processes.
- Strategies and tools for career navigation and exploration.
- Instructional material evaluation and selection techniques.
- Using technology to support classroom instruction and other job-related duties.
- Strategies to incorporate current issues as a method of instruction.

- Prioritizing and assigning work.
- Preparing a variety of reports.
- Evaluating student progress through GED practice testing and TABE testing.
- Speaking in public.
- Experience in teaching undereducated, at-risk, and multi-cultural adult or high-school populations.
- Demonstrates proficiency using personal computers and standard office software.

Other Expectations:

- Continually strives to achieve the ALPS Mission, Vision and Purposes.
- Attends workshops and professional program development seminars and classes.
- Attends ALPS program activities and fundraisers.
- Participates in staff meetings and professional learning trainings.
- Maintains personal Time & Effort and Professional Learning logs as needed.

Job Requirements

- A minimum of a Bachelor's degree in related field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- One year of experience teaching Adult Basic Education (basic math, reading/writing, or ESL for adults).
- An Arizona Driver's License.
- A valid Arizona Department of Education certification or the ability to obtain the certification within sixty days of date of hire – no exceptions.
- A valid Fingerprint Clearance is required within 3 weeks of employment – no exceptions.

OR

- Candidates who possess similar minimum qualifications are encouraged to apply and should describe in detail the work experience and education regarded as establishing the equivalency.

How to Apply

Please submit a current resume and a letter of reference to Program Director, Jesse Figueroa (jfigueroa@alpsaz.org). You will be provided with instructions via email to complete the interview process.

