



## Adult Education ESL Instructor Job Description

**IAC Mission:** The Indo American Center (IAC) addresses the needs of South Asian immigrants as well as people from more than thirty countries around the world. IAC provides services that facilitate their adjustment, integration, and friendship with the wider society, nurture their sense of community, and foster an appreciation for the diversity of culture and heritage.

**Job Summary:** IAC offers high-quality English language instruction for adult immigrant, refugee, and asylee English Language Learners. This position helps move students toward stability and health integration by helping them gain practical English language proficiency needed for survival, basic communication in the community, and employment/career success in the United States. Classes are Monday-Thursday 9:30 am to 12:30 pm, with 30 minutes prior and post class for preparation time. The position requires attention to detail for attendance tracking, data entry, and once monthly team meetings.

**Status:** Part-Time, non-exempt Position

Salary: \$16/hr

### **JOB DESCRIPTION/RESPONSIBILITIES:**

Instruction:

- Plan and deliver instruction to enrolled adult learners at times and location(s) assigned and within program curriculum and service guidelines.
- Prepare and record daily lesson plans appropriate to the method of delivery (in person, remote, or hybrid).
- Integrate digital literacy and career pathways into instruction and practice.
- Provide opportunities for volunteers to engage with individuals or small groups to support student learning.
- Incorporate essential reading practices to learn other skills: i.e. homework, writing, math, and more.
- Research, develop, and apply effective curriculum, instructional methods, and incorporate Illinois Adult Education ABE/ASE and ESL Content Standards per ICCB/CMAA guidelines.

Assessment and Record Keeping:

- Record learner attendance and participation in other learning activities.
- Assess adult learners' skills, needs, and interests.
- Help students set attainable goals and plans.
- Observe the progress of learners, and keep records and documentation of individual progress.
- Conduct and record results of teacher-learner conferences.
- Communicate regularly with students on attendance, assessments, and other needs.

- Complete required reports (i.e. attendance, volunteer hours, and lesson plans) as scheduled to ensure program compliance.

#### Professional Development:

- Collaborate and consults with other staff members toward integration of all program components (ex. participate in field trips, special activities).
- Manage and monitor learners' use of materials in the classroom.
- Participates in departmental projects, events, and operations.
- Actively works on professional growth by attending conferences, staff meetings, and pre-service and in-service training as provided, some of which may be supported by the agency. Makes contributions to the knowledge and skills of other staff members.
- Performs other duties as required by the supervisor.

#### **QUALIFICATIONS AND EXPERIENCE**

- Bachelors' degree required, Master's or Certificate preferred, from an accredited institution, with a concentration in Teaching ESL, Applied Linguistics, English or a related field.
- Teaching experience in a similar setting is highly recommended.
- Very good oral and written communication skills (in English) are required.
- Fluency in a foreign language is recommended.

Covid Adjustments Note: Because of the pandemic IAC has been conducting ESL classes via distance learning. Instructors have been teaching online following digital teaching methods such as E-mail, WhatsApp, Zoom, YouTube Videos etc. IAC anticipates the classes will return in-person either hybrid or adjusted schedule in July, after student and staff vaccination rates, current public health guidelines, and pandemic circumstances are evaluated. IAC continues to follow public health guidelines, enforce mask wearing by staff and clients, enhanced cleaning schedules, and monitor local community trends to ensure staff and client safety. Applicants should be able to fluctuate between in-person and remote learning as the need arises.

IAC is an equal opportunity employer. Please forward resume, cover letter, and list of three professional references. Interested applicants should submit to: Human Resources at [jobs@indoamerican.org](mailto:jobs@indoamerican.org)

**Deadline for Submission: August 6, 2021**