

## **JOB DESCRIPTION**

**TITLE:** ESL Instructor

**DEPARTMENT:** English as a Second Language (ESL)

**REPORTS TO:** ESL Department Chair

**CLASSIFICATION:** Part-Time/ Non-Exempt or Volunteer

Rio Grande Valley Literacy Center (RGVLC) offers FUTURE, a six-level traditional ESL Program that teaches listening, speaking, reading, and writing with focus on conversation through discussions, presentations, and role play. Using the FUTURE Series methodology and content, the ESL Instructor is responsible for instruction in English to adults.

## **JOB DUTIES AND RESPONSIBILITIES**

- Plan, organize, and provide instruction as outlined in the FUTURE Series
- Develop and deliver lesson plans that utilize appropriate teaching techniques and strategies for the different levels (beginning, intermediate, or advanced)
- Address all aspects of communication through appropriate instruction that develops each student's ability to listen, speak, read, and write - suitable for a specific level
- Administer student assessments for the purpose of meeting learning targets and progress in language acquisition
- Maintain complete and accurate records of student progress and attendance on computer files. MS Word and MS Excel skills are needed
- Provide a nurturing and supportive learning environment that encourages student responsibility and incorporates challenging instructional strategies
- Establish and maintain standards of student behavior, including punctuality and attendance, required to run productive classroom environment
- Employ a variety of instructional techniques and strategies to meet different aptitudes and interests of students
- Due to the decentralized organization of RGVLC, participate in virtual staff meetings and professional development discussions via email
- Participate and support RGVLC special events: publicity, student recruitment, and fundraisers.

## **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent
- Successful completion of 12-hour Instructor Training Program