



Announcement of Open Position: Adult Education ESOL Instructor, The Gray House

Job Title: Adult Education ESOL Instructor

Status: Part-time, non-exempt

Hiring Director: Executive Director

Location: The Gray House

Hours: Mondays and Wednesdays, 10:30 AM to 12:00 PM, in addition to two hours of preparation time per week, through June 23, 2022, with possibility of continuing into the 2022-2023 Academic Year.

General Overview: The Adult Education ESOL Instructor works with a diverse array of adult learners who have a variety of educational needs. S/he also works with a number of volunteer assistants with varying skill sets and experience in the classroom. The instructor plans for and teaches ESOL Literacy (to include reading, writing, financial, health and digital literacy) to small groups.

Essential Responsibilities:

Student Related

- Assist Adult Education Coordinator with the completion of intake and enrollment process
- Assess students' levels by pre-testing and post-testing
- Build and maintain relationships with students
- Follow established level curriculum by developing and implementing lesson plans for ESOL Literacy instruction
- Collect additional family information as needed and assist with special distributions

Volunteer Related

- Direct classroom volunteer assistants to help students in the classroom
- Build and maintain relationships with classroom volunteer assistants
- Work with Adult Education Coordinator to assign student supplemental work

Administrative Related

- Communicate with Adult Education Coordinator regarding program activities, changes, cancellations, etc.
- Communicate with Adult Education Coordinator if there are any concerns with a volunteer or student
- Maintain attendance records, collect relevant data, provide monthly reporting, and complete evaluations
- Participate in trainings and instructional team meetings as required
- Work collaboratively with the rest of staff
- Other duties as assigned by the Adult Education Coordinator and Executive Director

Qualifications & Requirements:

- Experience teaching ESOL Literacy, preferably to adult learners; ESOL Certificate preferred
- Bi-lingual in English and Spanish strongly preferred
- Demonstrates cultural competency (respectful and responsive of others' cultural differences) with the ability to effectively and collaboratively work with diverse populations
- Able to communicate with others at all levels, exercise sound judgment and be organized
- The ability to work effectively with co-workers, volunteers, staff and board in carrying out the program and organization's mission
- Excellent interpersonal and communication skills (verbal, written, presentation, and facilitation)



- Proficiency with computers, especially Gmail and Google Drive, as well as ability to use Chromebooks, tablets and flash drives

Interested and qualified applicants should submit their cover letter, resume and application (http://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2017_FINAL-1.pdf) to employment@grayhouse.org

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