Learning Quest
Stanislaus Literacy Centers

ESL INSTRUCTOR
Job Description

Summary: This is a part-time position to teach English as a Second Language to adults in the community working anywhere from 7-21 hours a week depending on the number of sites taught.

Qualification:

- Must be over the age of 18
- High School Diploma/GED required.
- College training and other training in English as a Second Language is encouraged.
- Experience in an education related field is highly encouraged
- Bilingual in Spanish or any other language is helpful but not necessary
- Minimum 7 months commitment (September-March): Schedule: 2 x per week to be determined by Director.
- Comforatable using computers and programs such as word, excel, and the internet

Duties:

- Instruct a class of adults who are attending an English class at a Family Literacy Program.
- Help register families for the program and assist in giving CASAS appraisals &/or reading tests to help place the students in the proper classes and check gains.
- Prepare syllabus containing lesson plans in advance for the curriculum that will be provided. Have games, worksheets for homework, videos to include in your class.
- Assist students in setting three goals that they can achieve during the program keeping in mind the goals that students have set when planning lessons for class.
- Under the guidance of the Site Coordinator include an additional assessment after about 30hrs of instruction. This specific "life skill" will be picked in advance for your class.
- Maintain teaching and class supplies necessary to perform your duties. Resources and supplies are provided in the administrative office.
- Once a month, class set children's books from the administrative office must be given to the students to read in class and make a book report. Books can be given to the students to take home and read to their children. They can keep these books in their family libraries.
- Keep attendance and other data necessary such as total books given in class and submit to Site Coordinator as needed for grant reports.
- Responsible for inputting weekly attendance into data program.
- Share new teaching resources, which will enhance the program. Take advantage of opportunities for training and improving skills.

Rate of Pay:
$11-$14 per hour

Schedule:
Days and times for each site have been determined and are non-negotiable. Review the times below to confirm that your availability matches at least one of the following:

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Riverbank Language Academy- Tuesdays and Thursdays 6:00-8:00 p.m.

Bret Harte Elementary- Mondays and Wednesdays 6:00-8:00 p.m.

Robertson Road Elementary - Tuesdays and Thursdays 6:00-8:00 p.m.

Marshall Park Community Center- Mondays and Wednesdays 9:30-11:30 a.m.

Please email resume and cover letter to:

Kelly Nery
Program Director
knery@lqslc.com