

## **Part-Time English as a Second Language (ESL) Instructor**

### **Job Overview**

The Hispanic Outreach program is seeking part-time ESL instructors to teach adults for the Spring 2020 Semester. The instructor will be responsible for developing and delivering personalized lesson plans that fit the needs of the adult learners. Classes are Monday- Thursday from 7:00 PM-8:30PM from January 20<sup>th</sup> to April 30<sup>th</sup> 2020.

### **Responsibilities and Duties**

- Attend and participate in all department meetings and professional development strategies.
- Prepare and deliver lesson plans including supplemental material.
- Review and endorse classroom policies with the class.
- Take daily attendance and encourage regular attendance.
- Contact students to inform them of class cancellations. Ex. Snow days
- Communicate ahead of time of any absences and provide lesson plan for sub.
- Create a welcoming environment for adult learners.

### **Qualifications**

- Bachelor's degree in linguistics, education, or related field.
- ESL Certification
- Experience working with adults preferred.
- PA Department of Education Clearances