



Job Description: English as a Second Language (ESL) Teacher

BACKGROUND INFORMATION:

Title of Position: ESL Teacher

Exemption Status: Part-time Non-exempt

Supervised by: Wapato Program Coordinator

Date Last Revised: 9/17/2015

POSITION SUMMARY:

The English as a Second Language Teacher provides instruction to 20-30 adult English language learners. The ESL teacher is responsible for creating his/her own lesson plans, materials, and assessment tools. (S)he is responsible for keeping track of students' attendance, progress, and class outcomes. (S)he maintains direct communication with students and reports to Wapato program coordinator. Wapato Program Coordinator will be available to assist in sharing resources to help form curriculum and assessment tools.

Essential Duties:

1. Plans, organizes, and provides ESL instruction to Adult English Language Learners
2. Develops and delivers lesson plans that utilize a broad range of appropriate teaching techniques and strategies.
3. Addresses all aspects of communication through appropriate ESL instruction that develops each student's ability to read, write, speak, and listen to English.
3. Creates and administers assessment tools for the purpose of evaluating student progress in language acquisition.
4. Maintains complete and accurate records of attendance and students' progress and evidence of growth.

QUALIFICATIONS:



Education: High School Diploma or Higher.

Experience: Working with immigrant community; and teaching ESL for 1 year or more preferred.

Knowledge/Skills/Abilities Required: Spanish required, skills in planning, organizing, compassionate, empathic and skilled listener.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

1. Physical requirements for this position include: climbing, stooping, reaching, standing, walking, fingering, talking, hearing, seeing and repetitive motions.
2. Position requires restrictive movement in the workplace.
3. This position requires walking and/or standing for long periods of time and/or sitting is only required occasionally.
4. This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds frequently to move objects.
5. Some travel may be required.

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