

Pilas Family Literacy Program

Position: Adult ESL Classroom Teacher

Location: Springfield, Oregon

Schedule: Mondays and Wednesdays, 6-8pm

Dates: Spring session = April 1, 2019 - June 5, 2019

Hourly Rate: \$25/hour (4 hours teaching + 1 hour planning paid per week. Additional 8 hours paid before the session begins for curriculum and assessment development)

Application deadline: March 8, 2019

Job Description

The Adult ESL classroom teacher plans and teaches two (2) two-hour classes per week that provide a space for adults to study and improve their English speaking, listening, reading, and writing skills. Primary responsibilities are to:

- Establish measurable and realistic instructional goals that meet the needs of our student population.
- Plan and present coherent instruction to improve students' English skills with a focus on literacy skills.
- Design and administer pre- and post-tests to measure learning gains.
- Assess student progress, gather direct feedback at regular intervals, and adjust instruction accordingly.
- Create a classroom environment of respect.
- Demonstrate understanding of the immigrant experience.
- Be flexible during times of programmatic changes and adjustments.

Secondary responsibilities are to:

- Participate in and support the process of family activities that occur once a week.
- Help maintain community partnerships by keeping shared teaching spaces clean.
- Participate in all staff meetings (4 per session).
- Manage petty cash provided to you by Downtown Languages.
- Perform all other duties as requested.

Requirements

- Minimum of a TESOL/TEFL Certificate, B.A./M.A. TESOL (or related degree) preferred
- One (1) year teaching experience of adult immigrants (including being an assistant in a classroom or working in any program where you were active in instructional planning and delivery of lessons)
- Conversational Spanish preferred

To apply, please send a resume and cover letter to Caitlan Rivera at Downtown Languages <caitlan@downtownlanguages.org>.

Please note applicants considered for an interview will be required to submit a lesson plan with supporting materials and do a teaching demonstration.