

ESL Instructor, The American Place

The **ESL Instructor** is responsible for teaching ESOL classes that promote English language proficiency. In addition, the incumbent will also teach Citizenship preparations classes and assist with preparing course descriptions and lesson plans.

RESPONSIBILITIES INCLUDE:

Instruction:

- Teaching ESOL classes that promote English language proficiency (4 skill areas) for students assessed at NRS levels 1-6.
- Teaching or co-teaching ESL in context of occupational trainings that lead to industry certification.
- Teaching Citizenship preparation classes that lead to improved knowledge of US civics and citizen rights and responsibilities.
- Preparing course descriptions and lesson plans that utilize library resources and a civics-based instructional approach that is motivating and engaging with a focus on learning gains.
- Integrating digital literacy into instruction and engage students in online language and civics learning software programs.
- Incorporating workforce readiness and life skills into contextualized settings.
- Delivering both in-person and synchronous remote Instruction.
- Involving students in hands-on experiential learning activities and TPR.
- Following the prescribed curriculum in a communicative language teaching environment during class-time.
- Submitting lesson plans that demonstrate communicative language teaching in alignment with the prescribed curriculum.
- Promoting a teaching/learning community that fosters student retention and literacy gains.
- Working independently and collaboratively with an instructional team (including case manager, student advisor, program assistant, and volunteer tutors) to ensure learners needs are being met and program deliverables are met.

Administration:

- Assisting in the managed enrollment process to recruit students and maintain student records.
- A minimum average attendance rate of 70% must be maintained throughout the cycle.
- Monitoring student progress in online learning software.

- Maintaining accurate student attendance and monitor student absenteeism in a timely manner.
- Assisting in setup and delivery of class technologies.
- Participating in library and other professional development and training.

EDUCATION AND QUALIFICATIONS:

- Master's in TESOL
- CT Adult Education Endorsement #088 (those willing to obtain this endorsement within a year will be considered).
- Minimum 1 year of experience teaching ESL to adults.
- Experience administering and interpreting standardized assessments.
- Strong interpersonal skills.
- Ability to work effectively with a diverse population, in a multicultural setting.
- Highly organized and able to work in an environment with competing priorities.
- Possess both online/remote and co-teaching experience.
- Ability to collaborate with instructional team to ensure learners' needs are being met and resolve any barriers to learning.
- Strong proficiency in the use of technologies, both hardware (e.g. data projector, Smart boards, Smart TVs) and technology-assisted teaching and learning software (i.e. learning management systems, language learning software, and videoconferencing applications).
- Ability to populate and manipulate software supporting word processing, spreadsheets, database management, desktop publishing, and Internet navigation applications.
- Ability to maintaining accurate records and compile information and statistics to meet grant report deadlines.

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions

and find a rich array of resources that contribute to a full life. We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning
- Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference “**ESL Instructor**” in the subject line of your email. Resumes will only be accepted by email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, they are not required at this time.

Hiring Range \$59,982 - \$71,978.14 **DOE**

Hartford Public Library is an Equal Opportunity Employer.