

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

Required:

- 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

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.

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library's vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

Hiring Range \$31.74 - \$37.03 DOE

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