



JOB DESCRIPTION:

JOB TITLE: PT ESOL Instructor – Adult Education (In Person)

REPORTS TO: Deputy Director, Adult Education

JOB LOCATION: St. Nicks Alliance Workforce Development Center
790 Broadway, Brooklyn NY 11206 (In Person)

Job Summary:

St. Nicks Alliance Workforce Development Center seeks Part-Time ESOL Teachers to teach In Person English to adult students in the Adult Education Program, in a way that is dynamic and contextualized for students' practical use. These positions require creativity and dedicated ESOL instructors particularly experienced with adults to teach a range of ESOL Levels 1- 5. Various schedules are available, including mornings, evenings and Saturdays. Part Time ESOL Teacher reports to the Adult Education Program Manager.

Responsibilities:

- Manage a classroom of up to 15-20 adults over the age of 18+.
- Help second language learners improve their English conversation skills through communicative language teaching approach.
- Develop and deliver daily lesson plans/curriculum and educational activities for students in ESOL programming, which includes utilization of SED/CUNY CareerKit.
- Monitor students' educational progress and liaise with staff members provide feedback and establish education plans.
- Administer assessments tests and track results.
- Take and document student attendance for each session.
- Attend RAEN professional development and additional trainings, according to the city and state standards.
- Demonstrate ability to perform multiple tasks effectively in a fast-paced environment.
- Proficient in Microsoft Office.
- Provide tutoring services to students

Qualifications:

- Must be available to teach in person at St Nicks Alliance Workforce Center at 790 Broadway in Brooklyn.
- The ideal candidate will have a Bachelor's Degree in Education and minimum 3+ years experience teaching ESOL.



- Very proficient English speakers with good working knowledge of English grammar and language use.
- Experience utilizing distance learning tools and resources.
- Experienced teachers with good interpersonal skills who enjoy working in diverse linguistic and cultural settings.
- Passionate teachers looking to empower immigrant communities through English language education.
- Excellent communication, organizational, verbal and written skills.
- Experience with Best Plus 2.0 preferred.
- Experience with SED/CUNY CareerKit curriculum preferred.

Salary: \$45 per hour

How to apply

- Please submit a thoughtful cover letter, a brief writing sample, and resume with Part-Time ESOL Teacher, Adult Education Program in the subject line. Visit www.stnicksalliance.org to learn more about the organization. Please no phone calls.
- St Nicks Alliance is an Equal Opportunity Employer.