

**Adult Education & Career Pathways  
English Language Acquisition Instructor  
Part-time, 2024**



**Reports to:** Adult Education & Career Pathways Program Manager

**Supervisory responsibilities:** None

**Status:** Part-time, hourly

**Compensation:** \$27/hour for planning and instruction; \$20/hour for attending meetings

**Location and schedule:** Aurora Central High School (11700 E 11th Ave, Aurora, CO 80010): Wednesdays & Fridays 4:00-6:30 pm (March 20-June 14)

**Description:**

We are seeking an experienced and dedicated English Language Acquisition (ELA) Instructor to join our team. The ELA Instructor will be responsible for delivering high-quality instruction to adult learners who are seeking to improve their English language skills. The instructor will be responsible for designing and delivering engaging lessons that promote language acquisition in a supportive and inclusive environment. The position requires adaptability and flexibility, with the ability to effectively tailor instructional approaches to meet the diverse needs of adult learners. Additionally, the ELA Instructor will employ a variety of teaching techniques, including interactive activities, group discussions, and multimedia resources, to enhance learners' speaking, listening, reading, and writing skills. This is an exciting opportunity to make a positive impact on the lives of adult learners and contribute to their personal and professional development.

**Qualifications:**

- Bachelor's degree (or other formal credential) in TESOL, Education, English, or a related field
- Proven instructional experience (use of performance standards, curriculum, lesson plans, assessments) helping adult learners develop English language skills, preferably in multicultural settings
- Experience working with refugees, employing cultural competence and sensitivity
- Strong command of the English language, including grammar, vocabulary, and pronunciation; near native English fluency
- Familiarity with current methodologies and best practices in English language acquisition
- Excellent communication and interpersonal skills
- Ability to create a positive and motivating learning environment
- Flexibility to adapt instructional approaches based on learners' needs and abilities

- Proficiency in using technology for instructional purposes, communication, and record keeping

## **Essential Duties and Responsibilities:**

### **Instructional**

- Deliver English language instruction to adult learners, focusing on speaking, listening, reading, and writing skills
- Assess learners with both formal and informal assessments to identify learners' needs and check comprehension and improvement
- Create engaging and interactive lesson plans that incorporate a variety of teaching methodologies
- Foster a supportive and inclusive learning environment that encourages participation and collaboration
- Utilize technology and multimedia resources to enhance instruction and engage learners
- Collaborate with colleagues to develop and implement curriculum enhancements
- Contact learners who were absent and did not provide notice of their absence within 48 hours of the class meeting. Document the reason for the absence and communicate with the Program Coordinator. Invite students back to class.

### **Administrative**

- Check email on a daily basis and respond in a timely manner if requested
- Consistently implement the attendance policy and utilize the retention strategies that are part of the retention plan
- Assist Spring Institute program administrators during orientation, registration and administration of assessment
- Effectively utilize assistance from volunteers
- Record attendance daily in Google Sheets (similar to Microsoft Excel)
- Document any updates to student information using Google Sheets

### **Professional Growth**

- Be committed to improving skills and knowledge as an adult educator; Actively seek and participate in a variety of paid and unpaid professional development opportunities
- Maintain documentation of participation in professional development activities
- Attend and actively participate in all required Adult Education Program instructor's meetings and trainings throughout the year

*This term is a limited position, the continuation of the position depends on the availability of funds.*

**To be eligible for hire:** Must be able to pass a background check, must have U.S. work authorization.

**Email cover letter and resume to Allie Needham, Adult Education & Career Pathways Program Manager, [anneedham@springinstitute.org](mailto:anneedham@springinstitute.org).**

Resumes received without cover letters will not be evaluated.

**No phone calls.**