

**Position:** English Language Learner (ELL) Instructor  
**Reports to:** Director of Operations  
**FLSA:** Non-Exempt

**Date:** April 14, 2023  
**Hours:** 12-20 hours/week



### **Job Summary**

This non-exempt position (12-20 hours per week) is for teaching adult English language classes and requires an individual with the desire to help adults improve their English language skills. The ELL teacher instructs adults in English language classes and facilitates employability and workforce training. The ELL teacher conducts classes, follows up with students, develops curriculum and lessons, and discusses ways to improve recruiting and intake processes with coworkers.

A qualified candidate will be comfortable working both independently and collaboratively within a small, close-knit team, and thrive in a fast-paced environment. The ELL teacher must be able to communicate effectively with co-workers, adult English language learners, and stakeholders and must be passionate about helping adults succeed through instruction.

### **Essential Duties and Responsibilities**

To perform this job successfully, the ELL teacher must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Classroom Management***

- Instruct and supervise English language students in classroom and/or hybrid setting
- Plan and execute lessons that focus on reading, writing, hearing, and speaking English
- Determine curriculum and instructional materials
- Develop goal setting processes and learning objectives

#### ***Student Interaction and Engagement***

- Conduct orientation and pretesting for incoming students
- Assess incoming students and re-evaluate regularly
- Create educational plan for each student and re-evaluate regularly
- Maintain records of student progress as required by funding sources
- Motivate students and set expectations for student success

#### ***Professional Development***

- Stay up to date with current English language learner (ELL) andragogy
- Attend professional development meetings and conferences

#### ***Organizational Duties and Expectations***

- Demonstrate a commitment to the mission of The Literacy Alliance and uphold organizational goals and values; work ethically and with integrity
- Look for ways to improve and promote quality by keeping abreast of local and national news related to literacy, participating in board committees, task forces, and events
- Follow instructions, policies, and procedures. Attend staff meetings and meetings with immediate supervisor

**Core Competencies**

- Demonstrate proven results in implementing data management programs
- Prioritize and plan work activities
- Identify and resolve problems in a timely manner
- Look for ways to improve and promote quality
- Adapt to changes in the work environment
- Treat others with respect and consideration, regardless of status or position
- Show respect and sensitivity for cultural differences
- Follow instructions, policies, and procedures
- Exhibit excellent written and verbal communication skills
- Demonstrate the ability to work on multiple projects simultaneously while managing deadlines
- Develop and maintain effective working relationships; build rapport with diverse personalities; be tactful, mature, flexible, and adaptable
- Possess high professional standards with the ability to see the big picture and manage practical details
- Establish and maintain a highly organized workspace

**Other Skills and Abilities**

- Ability to use multifunction printer and other office hardware
- Ability to read, analyze, and interpret general procedures
- Ability to write reports, business correspondence, and procedures
- Ability to effectively present information and respond to questions from volunteers, students, staff, and the public
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Knowledge of Windows operating system and the ability to use database, Internet, and word processing software

**Key Challenges**

- Addressing student needs within limited class time
- Meeting needs of learning-disabled adult English language learners
- Conducting lessons with multi-leveled English language learners
- Establishing individual student goals
- Devising learning objectives and lessons that lead to student goals

**Physical Demands**

- Occasional requirement to move from location to location within Adams, Allen, and Wells Counties
- Occasional requirement to lift and/or move up to 25 pounds
- Regular requirement to sit, talk, and listen
- Close vision required

## English Language Learner (ELL) Instructor



### Requirements

- Bachelor's degree, preferably in education or English
- 1-2 years of professional experience teaching English language learners preferred
- Have dependable transportation

### Compensation, Benefits and Office Environment

This position reports to the director of operations but collaborates with all staff members. The TLA office is located in The Summit: 1005 West Rudisill Blvd, Suite 307. Free parking is available in a lot off the street. Classrooms are at various locations throughout Allen, Adams, and Wells Counties. TLA has an outcome-focused, flexible work environment. Office space and equipment are provided if needed.

Benefits include the following:

- Competitive hourly wage; amount will be shared with qualified applicants when they are invited to interview
- Technology stipend
- Employer-paid dental, vision, and group term insurance
- Ability to contribute to an employer-sponsored 403(b) retirement plan with an employer match and purchase additional life insurance

To apply, email the following items in a single PDF to [francine@literacyalliance.org](mailto:francine@literacyalliance.org):

- Cover letter
- Resume
- Answers to the following questions. Please keep your responses to each question to 300 words or less.
  1. What do you know about/what excites you about The Literacy Alliance's mission?
  2. What experience or qualities do you feel make you a uniquely qualified match for this position?
  3. Describe a time when you were responsible for multiple projects at once. How did you organize the tasks and make sure everything was completed?
  4. Describe a time when you saw a problem at work and created a solution for it.

As an equal opportunity employer, The Literacy Alliance encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status, or physical ability, and evaluates all candidates on a merit basis.

The Literacy Alliance (TLA) strives to end illiteracy by teaching students through learning centers, literacy programs, and tutoring services that empower individuals to succeed at work, at home, and in the community. Please visit [literacyalliance.org](http://literacyalliance.org) to learn more about our organization.