

## Job Description: Project Connect ELL Instructor

|                    |   |               |                   |
|--------------------|---|---------------|-------------------|
| <b>Position:</b>   | English Language Learner (ELL) Instructor | <b>Date:</b>  | November 18, 2024 |
| <b>Reports to:</b> | Director of Operations                    | <b>Hours:</b> | 6 –20 per week    |
| <b>FLSA:</b>       | Non-Exempt                                |               |                   |

### Job Summary

This non-exempt position (6-20 hours per week) with The Literacy Alliance is for teaching adult English language classes and requires an individual with the desire to help adults improve their English language skills. Beginning in January 2025, classes will take place at various manufacturing organizations in Fort Wayne, New Haven, and Bluffton Indiana. (Instructors may opt to teach at limited locations, and the required hours reflect this preference.) 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.

In a given day, the English language instructor may conduct a class, follow up with students, develop curriculum and lessons, and discuss ways to improve recruiting and intake processes with coworkers. The successful candidate must be up to date with current andragogy, be detail oriented, and be able to manage multiple priorities. S/he must have excellent interpersonal skills, persistence, flexibility, and dedication to results.

### 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, learning objectives, and lessons

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

- Conduct orientation and pretesting for incoming students
- Assess incoming students and re-evaluate regularly
- Create educational plans 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 andragogy
- Attend professional development meetings and conferences
- Keep abreast of local and national news related to adult literacy
- Support the TLA board and staff via participation in ancillary tasks, events, projects, and other duties as assigned

***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



## Job Description: Project Connect ELL Instructor

- 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 diverse adult English language learners via differential instruction
- Devising learning objectives and lessons that lead to student goals

### Physical Demands

- Regular requirement to sit, talk, and listen
- Frequent requirement to use hands to finger, handle, or feel
- Close vision required
- Occasional requirement to lift and/or move up to 25 pounds

### 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. TLA's office is at The Summit: 1005 West Rudisill Blvd, Suite 307. Free parking is available in a lot off the street. The Literacy Alliance has an outcomes-focused, flexible work environment with provided technology. 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 insurance, vision insurance
- Ability to contribute to an employer-sponsored 403(b) retirement plan with an employer match



## Job Description: Project Connect ELL Instructor

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.

Literacy changes lives. Our mission is to empower people and strengthen community through education. Please visit [literacyalliance.org](http://literacyalliance.org) to learn more about our organization.

