

ESL Teachers – Two positions

Open Door Learning Center – Arlington Hills
St. Paul (East Side)

Seeking two individuals for full- and part-time ESL (English as a Second Language) teaching positions on St. Paul's east side, located in Arlington Hills Lutheran Church, 1115 Greenbrier St. Teach adult learners from around the world and provide support to volunteers working with adult learners. Two positions are available:

Position 1: 32 hours per week, teaching basic level ESL Monday - Friday 9:15 am - 1:15 p.m., and attending meetings at least one Friday per month.

Position 2: 40 hours per week, teaching low beginning level ESL Monday - Friday 9:15 am - 1:15 p.m., beginning level ESL/Employment Readiness Monday – Friday 1:30 - 2:30 p.m. and attending meetings at least one Friday per month.

Specific responsibilities for the **ESL Teacher** include, but are not limited to:

- Develop daily lesson plans and provide high-quality instruction to adult English language learners, primarily of the Karen community;
- Structure class/program to effectively utilize volunteer resources and to provide the best possible learning experience for adult learners;
- Develop and maintain curriculum and instructional portfolio and collaborate with instructional manager and other teaching staff;
- Maintain student files, document student achievements, student attendance hours, and new enrollment; contact students with irregular attendance;
- Assist with learning center outreach plan, including connecting to community resources and recruiting learners;
- Contribute to the creation and implementation of an annual Learning Centers work plan
- Provide lesson plans, instructional materials and guidance to volunteers working with adult learners as necessary;
- Coordinate volunteer schedules with Learning Center Coordinator and track volunteer hours;
- Attend regular on-site staff meetings and monthly direct service and agency-wide staff meetings;
- Meet with supervisor, the learning centers manager, monthly;
- Participate in various staff development projects;
- Additional special projects, staff trainings and meetings as assigned.

Qualified candidate will have:

- BA in Education, ESL or related field;
- TEFL, ESL certification, or licensure strongly preferred;
- Graduate degree or graduate-level coursework preferred;
- Minimum of one year experience teaching ESL (prior experience with low level adult learners preferred);
- Demonstrated success in developing and documenting curriculum;
- Experience working with people of diverse communities;
- Excellent oral and written communication skills;
- Strong organizational skills and ability to meet deadlines;
- Spanish proficiency a plus.

To apply, please submit resume and cover letter to by **Tuesday, June 25, 2013** to HR@mnliteracy.org or, HR, Minnesota Literacy Council, 700 Raymond Avenue, Suite 180, St. Paul, MN 55114
Fax: 651-645-2272

www.mnliteracy.org

The Minnesota Literacy Council is an affirmative action/equal opportunity employer.