



## **ESL Teacher**

Open Door Learning Center – Southside



Literacy Minnesota is seeking an individual for a part-time **ESL Teacher** position at its Open Door Learning Center – Southside, located in Bethany Lutheran Church (2511 E. Franklin Ave., Minneapolis, 55406). This benefits-eligible position is 20 hours per week with a core schedule of 8:30 a.m. – 1:30 p.m. Monday through Thursday, as well as once-a-month Friday daytime hours and other occasional meetings.

**Organizational Background:** Literacy Minnesota is a nonprofit organization dedicated to improving literacy throughout our state. Our team provides direct services and strengthens literacy programs in Minnesota and beyond by providing training, national service resources and technical assistance to other organizations.

**Position Overview:** The **ESL Teacher** teaches adult learners from around the world and provides support to volunteers working with small groups of adult learners. In addition to teaching, this position conducts student intakes as needed, assessments, and student and volunteer recruitment. This is an in-person teaching position with the expectation to incorporate distance learning or HyFlex learner options. This position reports to the Learning Centers Manager and collaborates with volunteers. Work environment consists of a classroom. Time spent on the computer is approximately 25%.

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

### ***Instruction - 70%***

- Develop daily lesson plans and provide high-quality instruction to Adult English language learners.
- Structure class/program to effectively utilize volunteer resources and to provide the best possible learning experience for adult learners
- Plan lessons for groups of beginning literacy-level adult learners.
- Plan and implement computer literacy lessons at least one hour per week.
- Document shareable curriculum units and maintain updated emergency sub plans.
- Develop distance learning or HyFlex learner options, with assistance from managers.

### ***Assessment and Record-keeping - 10%***

- Assess students' language level and gains in learning English by using CASAS assessment tools.
- Complete an educational plan and intake form for each learner.
- Maintain student files, document student achievements, student attendance hours, and new enrollment.
- Pass student records and volunteer hours on to the Learning Center Coordinator.

### ***Outreach and Departmental Work Plan & Volunteer Collaboration - 10%***

- Recruit learners and volunteers for program using a variety of methods including, but not limited to, personally contacting potential learners in the neighborhood, posting flyers, working with church and school staff, contacting community organizations, speaking at community meetings and gatherings, and using print and broadcast media.
- Contribute to the development and execution of the Learning Centers annual work plan.
- Provide lesson plans, instructional materials and guidance to volunteers working with small groups of adult learners. Provide other support as necessary.
- Coordinate volunteer schedules with Learning Center Coordinator
- Track volunteer hours.

### ***Staff Coordination and Additional Duties- 10%***

- Attend bi-monthly onsite staff meetings.
- Attend monthly meetings with Literacy Minnesota Learning Center Staff.
- Attend Literacy Minnesota all-staff meetings.

- Meet with supervisor at least quarterly.
- Participate in various staff development projects including annual teacher peer observations.
- Additional staff trainings and meetings as assigned.
- Assist with special projects as requested (for example family events at Learning Centers) other duties as assigned.
- Professional development and volunteering.

**Qualifications** for this position include:

***Required:***

- Bachelor's in Education or related field and minimum 1 year experience teaching ESL or in a related field.
- Comprehensive understanding of ESL/ABE and adult learning; through knowledge of effective teaching methods of adult learners.

***Preferred:***

- Master's in ESL, TESOL or related field preferred; TEFL, ESL certification or ABE licensure strongly preferred.
- Able to work independently in a collaborative, fast-paced, adaptable environment.
- Ability to relate effectively with people of other cultures and varying educational backgrounds; ability to respond effectively to individual and cultural needs, as well as learning styles.
- Detail-oriented, and skilled in gathering, organizing, and maintaining a wide variety of data.
- Skilled in volunteer mentoring and supervision.
- Able to effectively use computers and related technology.
- Good judgment, resourcefulness and initiative.
- Excellent verbal, written and interpersonal skills.
- Multilingual speaker preferred.
- Ability to work hours required by specific position.

**Compensation:** starting pay rate between \$22.00-\$24.44/hour (commensurate with experience) and a generous benefits package.

**To apply:** Please email cover letter and resume with **ESL Teacher** in the subject line to [hr@literacymn.org](mailto:hr@literacymn.org). This position open until filled, with priority given to applications received by **Tuesday, November 30, 2021**.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**