

Literacy Council of Frederick County

Job Description

Job Title:	Workplace Literacy Program Instructor	Job Category:	Contract, part-time, hourly
Location:	110 E. Patrick Street, Frederick, Maryland 21701	Travel Required:	Within Frederick County (ongoing).
Level/Salary Range:	\$25/hour for instruction and preparation time	Position Type:	Part-time, hourly, contract for class preparation/instruction.
Literacy Council Contact:	Laurie Fisher, Executive Director	Date posted:	February 23, 2018

Contact:

SEND COVER LETTER AND RESUME TO:

ATTENTION: **LAURIE FISHER, EXECUTIVE DIRECTOR**

Subject Line: Workplace Literacy Program

BY EMAIL: LAURIEFISHER@FREDERICKLITERACY.ORG

BY MAIL:

Literacy Council of Frederick County

Attn: Laurie Fisher

110 E. Patrick Street

Frederick, MD 21701

Job Description

ROLE AND RESPONSIBILITIES

Responsible for instructing workplace classes for adult English language learners employed by local businesses for the Literacy Council’s Workplace Literacy Program. Instructor will utilize curriculum that concentrates on English language literacy and life skills. Instructor will be under the supervision of the Literacy Council’s Workplace Literacy Program Coordinator.

- Prepare for and instruct weekly English classes at either business location or Literacy Council office. Length and frequency of classes, and the specific schedule to be determined. Classes will meet 1-2 times weekly, with approximately 2 classes each 12-week session.
- Preparation will take into consideration the needs assessment results and job task analysis conducted by the coordinator specific to the industry.
- Plan lessons based on needs of adult learners, workplace learning goals and the core learning outcomes of the course. Provide student-centered, interactive instruction that promotes English language communication.
- Standard curriculum will be provided. It is expected that the instructor will adapt the curriculum and weekly lessons to meet the needs and literacy levels of the employees, including integrating material from the Literacy Council’s restaurant curriculum.
- Coordinate with business point of contact during instruction session.
- Keep accurate student participation records, including attendance and assessments.
- Support assessment/evaluation process for employees.
- Maintain program equipment, classroom materials and documentation, in coordination with coordinator.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor’s degree. Successful experience teaching ESL/EFL/ESOL. Successful experience teaching adult learners. Master’s degree or certificate in TESOL or TEFL (or equivalent). Excellent oral and written English communications skills. Ability to work positively and effectively with students from diverse language, cultural, and educational backgrounds. Spanish language proficiency a plus.

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SKILLS

Basic computer skills required, including Microsoft (or Google equivalent): Word, PowerPoint, Excel. Must have own transportation and a valid driver's license. Vehicle insurance must meet minimum requirements.

REFERENCES

Must be able to provide references relevant to recent teaching experience.

Last Updated By:	Laurie Fisher	Date/Time:	February 23, 2018
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