

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:	\$20-25/hour for instruction and preparation time (commensurate with prior experience)	Position Type:	Part-time, hourly, contract for class preparation/instruction.
Literacy Council Contact:	Laurie Fisher, Executive Director	Date posted:	February 1, 2021

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

The Literacy Council of Frederick County seeks experienced ESOL instructors who display a high degree of professionalism, intercultural sensitivity, a belief in lifelong learning, and a strong commitment to adult learners to join a collaborative team.

Responsibilities include but are not limited to:

Teach English to classes of adults representing a wide range of cultures and educational backgrounds. Responsible for instructing workplace classes for adult English language learners employed by local businesses for the Literacy Council's Workplace Literacy Program. Instructor(s) will utilize curriculum that concentrates on English language literacy and life skills. Instructor(s) 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.
- 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.
- Coordinate with business point of contact during instruction session.
- Keep accurate student participation records, including attendance and assessments.

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- Support assessment/evaluation process for employees.
- Maintain program equipment, classroom materials and documentation, in coordination with coordinator.
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REQUIRED QUALIFICATIONS:

- 2 years ESL/EFL/English for Specific Purposes classroom teaching experience with adults or other strong teaching background
- Experience working with a diverse learner population
- Ability to work positively and effectively with students from diverse language, cultural, and educational backgrounds
- Bachelor's Degree
- Excellent oral and written English communications skills

PREFERRED QUALIFICATIONS

- Master's degree in teaching English as a second language (TESOL, TEFL, etc.) or completion of a 120-hour TESOL certificate with practicum (e.g., CELTA, SIT TESOL Certificate)
- Experience delivering customer service training or similar experience

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.

The Literacy Council of Frederick County is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Last Updated By:

Laurie Fisher

Date/Time:

February 1, 2021