JOB DESCRIPTION
ONA Opportunity Center ESOL Instructor
(One Full-time)

Person in the Position: TBD
FLSA Status: Non-Exempt
Reports to: Manager of Grants & Community Engagement
Supervises: None
Position: English for Speakers of Other Languages (ESOL) Instructor

Broad Function:
Teaching beginning, intermediate or advanced English for Speakers of Other Languages (ESOL) courses. Must have the ability to promote student success in a learner-centered environment.

Major Responsibilities:

- Teach required ESOL curriculum – provided synchronous on-site or virtual classes.
- Participate in developing recommendations for policy and procedures for the program
- Assure the programs, courses and instruction are meeting student transfer, job entry, and/or career advancement needs;
- Participate in scheduled meetings as needed
- Assessment of student language level and progress in learning English

Qualifications:
Certification in ESOL through CELTRA/TESOL, or two years of experience teaching ESOL, and a Bachelor’s degree in English, English education or related field preferred. Assessment strategies for student learning. Good communication skills. Ability to work in a diverse multicultural environment. Responsible for all program documentation and reporting.

Other Functions:
Ensures ONA program activities are administered in accordance with federal and state regulations and in compliance with contract/funding requirements.

Establishes communication and works closely with agency departments to ensure culturally appropriate services and programming.

Any other duties required by the agency, contracts, or the supervisory management or the Board of Directors of the agency.