*Position Title:*

**English Instructor**

(with emphasis on ESL/ELL)

**POSITION SUMMARY:**  Provide instruction, guidance and direction for English Language Learners (ELL) learners. Must be able to integrate technology and creativity into the lessons and infuse hands-on activities that give academic information relevance and greater understanding. Desired personality/character traits include strong teaching background, energetic, engaging, visionary, self-motivated, and culturally sensitive to provide instruction to a diverse student background.

**Duties**:

Provide basic level, intermediate level, advanced level instruction to non-native English speakers

Experience phonics instruction and basic learner approaches

Adapts instructional strategies to foster learning objectives in multi-lingual classroom using a variety of delivery methods (individual, pair-work, small group, whole group, tutorial)

Conducts group instruction activities that facilitate learning of the English language

Utilize established curriculum along with supplemental materials for classroom instruction

**Education/Experience/Skills:**

Minimum Education/Experience:

* + Bachelor’s degree in education or academically-related field.
  + At least two years of experience working with the adult education/second language learners

Skills and Abilities Required:

* + Excellent oral, written and organizational skills;
  + Sensitive to a diversity of students with a strong desire to help adults achieve their goals;
  + Team player qualities a must; positive attitude and good work ethic;
  + Display a high level of initiative and complete and follow guidelines efficiently;
  + Maintain all records, including but not limited to attendance and progress, providing documentation by all deadlines established;
  + Work with minimum supervision and demonstrate attention to details;
  + Proficient computer skills with working knowledge of Microsoft Office
  + The ability to teach English to any learner regardless of their current language and level;
  + The ability to follow an established curriculum
  + Must be creative in the classroom
  + Capable of great concern for the student population

**Position Details:**

Several part-time instructional positions available:

* daytime hours for approximately 6-20 hours/week
* evening hours (10-12 hrs/wk between 3p to 7p)
* health benefit options available

Pay rate $18/hr w/o teaching certificate

$20/hr with teaching certificate

**Application Instructions**

Submit a cover letter and resume to info@oicokc.org