

Literacy Green Bay Job Description

Adult ELL Classroom Instructors

Reports to: ELL Class Manager

Pay: based on experience/
\$18-20/hr

Join our team and help adults and families acquire the reading, writing, math, English language, computer, and workforce skills they need to function effectively as workers and community members.

Summary

Literacy Green Bay conducts 4 levels of adult ELL class instruction that align with NWTC's adult ELL classes. Classes meet for 2.5 hours twice per week, during the hours of 9:00 – 11:30 AM and/or 5:45 – 8:15 PM for 45 weeks per year. The ELL instructor would develop lessons that assist an adult in acquiring the English language skills to function effectively as parents, workers, and community members. Instructors work between 7 and 28 hours per week, depending on their availability and the organization's needs.

RESPONSIBILITIES:

- Implement the goals and objectives of the adult ELL classes.
- Develop and implement lessons for adult learners that align with Wisconsin state ELA standards.
- Incorporate digital/computer literacy lessons into instruction.
- Maintain a classroom atmosphere conducive to learning.
- Keep attendance and other classroom records.
- Communicate student concerns (attendance/progress/behavior) to Class Manager.
- Complete students' attendance and progress reports.
- Supervise/provide feedback to assigned college interns and classroom aides.
- Find substitute teacher if must miss a scheduled class meeting.
- Assist Class Manager with student registration/orientation when requested/ as needed.
- Assist with goal setting and reassessment as directed by Class Manager.

QUALIFICATIONS:

Must have:

- Ability to work with a diverse/multicultural population
- Ability to work independently, problem solve, communicate well

Preferred:

- Bachelors' degree in Education
- ESL teaching experience/Adult education teaching experience
- Ability to use classroom technology: interactive white board/laptop/document camera
- We are seeking candidates passionate about helping others and we will train the right candidate who may lack experience.

To apply:

Please email cover letter/resume to Alexis Abel, ELL Class Program Manager at aabel@literacygreenbay.org. For additional information, please call 920-435-2474 ext 115.

Candidates will also be considered for next semester as well as our substitute pool.