Job Title: ESL Instructor

Job Classification: Full Time Non-Exempt

HOURS: 35 hours (hours vary for part-time positions)

COMPENSATION: Commensurate with experience

Job Duties Include:

- Teach high beginner to low-advanced, mixed level ESL classes as scheduled;
- Integrate four basic language skills (listening, speaking, reading and writing), civic knowledge, and basic work readiness skills into classroom teaching/learning activities;
- Develop lesson plans, teaching materials, and teaching techniques for learners of varying language proficiency and learning ability;
- Administer the BEST Plus Test 2.0 as pre- and post-tests to place students and assess student achievements;
- Monitor and evaluate student progress through classroom participation, projects, quizzes, and exams;
- Engage students in active learning, promote civic engagement and social responsibility among students, and maintain high daily attendance;
- Take part in student screening and case conferences;
- Assist with data collection, program reports, and program promotion;
- Attend relevant meetings, conferences, and professional development trainings;
- Participate in the ongoing evaluation and enhancement of the ESL curriculum, program design, and service outcomes.

Qualifications:

- Requirements: MA in TESOL; or a Bachelor’s degree in a related field (English/Linguistics/Education) plus either a TESOL certificate or a minimum of 2 years of ESL teaching experience.
- Strongly preferred: Great familiarity with an array of pedagogical approaches to second language acquisition, including differentiated, task-based, standard-based, single skill and integrated skills instructions, and backward design lesson planning; knowledge of digital instruction including digital skills, familiarity with remote learning platforms, and knowledge of online resources; bilingual in English and Mandarin; BEST Plus certification; excellent written and oral communication skills.
- Must be highly motivated, committed to teaching, prompt, flexible, and a great team player.

Email resume and cover letter with the subject heading “ESL Instructor” to dongyang@cmpny.org.