

Job Description

Job Title: Adult Education ESL Instructor

Supervisor: Regional Program Manager

Job Classification: Non-Exempt

Job Summary

The Adult Education ESL Teacher is responsible for providing English instruction and assessments to limited English proficient adult students including curriculum development, evaluation of students' progress, and accurate maintenance of all students' records. Classroom instruction should be interactive and incorporate a variety of teaching techniques including use of audio visual materials and real life materials such as newspapers, catalogs, books and maps.

Essential Duties

1. Plan and provide English Instruction to limited English proficient adult students
2. Develop and implement instructional lessons based on student's proficiency level using content standards
3. Administer assessments in accordance with vendor guidelines and VDOE policies.
4. Maintain accurate data and student records using the VDOE Adult Student Profile Document (ASPD)
5. Participates in staff development activities, staff meetings and curriculum development activities as required or assigned
6. Provides on-going feedback to students regarding progress and areas for improvement
7. Performs related work as assigned

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Regional Program Manager or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

A Bachelor's degree is required. Experience working with limited English proficient students, to include experience with language instruction is required. Current teaching certificate preferred. Must demonstrate a commitment and ability to serve a diverse community, including low-income families. Self-motivated and able to work at a standalone satellite site. Must possess working skills in the use of technology to deliver Distance Education instruction, communicate via e-mail and teach basic computer skills to the adult learner. Able to maintain BEST Literacy, Best Plus and Assessment Policy certifications as mandated by VDOE. Must have the ability to establish and maintain effective working relationships with specialists, program managers, school administration, and business/community partner agencies.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Regional Program Manager

This job description in no way states or implies that these are the only duties to be performed by this employee. ESL Instructors will be required to follow any other instructions and to perform any other related duties as assigned by the Regional Program Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 12/2019 CR