

# Pilas Family Literacy Program

**Position:** Adult ESL Classroom Teacher

**Location:** Springfield, Oregon

**Schedule:** Mondays and Wednesdays, 6-8pm

**Dates:** Fall session = September 30 - December 4, 2019 (+ first staff meeting on 9/16/19)

**Hourly Rate:** \$25/hour (4 hours teaching + 1 hour planning paid per week. Additional 8 hours paid before the session begins for curriculum and assessment development)

**Application deadline:** priority will be given to applications received before *August 30, 2019*. Position will stay open until filled.

## Job Description

The Adult ESL classroom teacher plans and teaches two (2) two-hour classes per week that provide a space for adults to study and improve their English speaking, listening, reading, and writing skills. Primary responsibilities are to:

- Establish measurable and realistic instructional goals that meet the needs of our student population.
- Plan and present coherent instruction to improve students' English skills with a focus on literacy skills.
- Design and administer pre- and post-tests to measure learning gains.
- Assess student progress, gather direct feedback at regular intervals, and adjust instruction accordingly.
- Create a classroom environment of respect.
- Demonstrate understanding of the immigrant experience.
- Be flexible during times of programmatic changes and adjustments.

Secondary responsibilities are to:

- Participate in and support the process of family activities that occur once a week.
- Help maintain community partnerships by keeping shared teaching spaces clean.
- Participate in all staff meetings (4 per session) - first meeting on 9/16/19
- Manage petty cash provided to you by Downtown Languages.
- Perform all other duties as requested.

## Requirements

- Minimum of a TESOL/TEFL Certificate, B.A./M.A. TESOL (or related degree) preferred
- One (1) year teaching experience of adult immigrants (including being an assistant in a classroom or working in any program where you were active in instructional planning and delivery of lessons)
- Conversational Spanish preferred

To apply, please send a resume and cover letter to Caitlan Rivera at Downtown Languages  
<[caitlan@downtownlanguages.org](mailto:caitlan@downtownlanguages.org)>.

Please note applicants considered for an interview will be required to submit a lesson plan with supporting materials and do a teaching demonstration.