

English as a Second Language (ESL) Program
The Lutheran Church of Our Savior

Approved 7/3/2018

JOB DESCRIPTION

Position Title: ESL Teachers - Volunteer
Supervisor: ESL AM/PM Program Coordinators

Summary of Position:

The ESL Teachers work closely with the ESL Program Director and the Evening Program Coordinators to provide a quality learning experience to students registered in the English as a Second Language (ESL) Program at the Lutheran Church of Our Savior, Rehoboth Beach, DE. S/he provides assistance to ESL students in acquiring listening, speaking, reading, writing and civics skills in English according to the curriculum provided. This position requires creativity and the ability to help the students gain advanced levels of communication in English. This is a volunteer position.

Responsible for:

- Planning, organizing and providing ESL instruction in English that meets program standards and follows the adopted curriculum.
- Utilizing the approved teacher lesson plan/guide for their class.
- Spending 100% of the class time engaging students in learning activities.
- Beginning and ending every class at the scheduled time.
- Arriving before class with ample time to arrange table and chairs in your preferred position; restoring the classroom to the same configuration and state in which it was found.
- Receiving permission from the AM/PM Program Coordinator before purchasing educational or other materials for classroom use, as necessary; note that reimbursement without prior approval is not permitted.
- Ensuring all students are registered in the ESL program.
- Maintaining complete and accurate attendance records.
- Providing a nurturing and supportive learning environment that encourages student responsibility and progress.
- Notifying the AM/PM Program Coordinator in a timely fashion of any anticipated or unanticipated absences so that an appropriate Substitute Teacher may be recruited.
- Collaborating with relevant ESL program grant requirements, as informed by the AM/PM Program Coordinator.

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- Communicating with the AM/PM Program Coordinator regularly about the status of the classes; promptly reporting any concerns or significant incidents involving the students.
- Conducting periodic surveys of student satisfaction, pre- and post-tests, and similar surveys, as directed by the AM/PM Program Coordinator.
- Assisting the AM/PM Program Coordinators as needed.
- Attending ESL Teacher meetings and/or training events required by the ESL Program Director.
- Other duties as requested by the ESL Program Coordinators or ESL Program Director.

Minimum Requirements:

- Bachelor's degree, preferably in education or related field.
- 1-2 years' experience in teaching, ESL, adult education or equivalent work experience.
- Experience working with low-income, diverse populations and/or immigrant populations preferred.
- Must possess high professional and ethical standards.

Knowledge/Skills/Abilities

- Excellent organizational and interpersonal skills.
- Knowledge of effective ESL instruction.
- Knowledge of computer software: MS Word and MS Excel.
- Excellent oral and written communication skills.
- Ability to establish effective and positive working relationships with students, supervisors, peers and volunteers.
- Ability to function with minimal supervision, follow directions, and handle multiple tasks simultaneously.