**ESL Teacher**

**Minnesota Literacy Council**

Seeking individual for part-time ESL Teacher position in the northeast metro. This position is 20 hours per week, teaching various levels of ESL Monday - Thursday. The expected shift is approximately 4:00 p.m. - 9:00 p.m. and includes a combination of instruction, curriculum development and documentation, prep time and attending occasional meetings. This position is for an initial duration of 6 months with the potential to continue pending program needs and funding.

Specific responsibilities for the **ESL Teacher** include, but are not limited to:

* Develop daily lesson plans and provide high-quality instruction to various levels of adult English language learners;
* Structure classes/program to provide the best possible learning experience for adult learners;
* Develop, document and maintain curriculum;
* Work with each learner to develop a Personalized Learning Plan and maintain individual learner files;
* Document student achievements, student attendance and new enrollment;
* Meet routinely with instructional supervisor;
* Optionally, attend monthly meetings with learning center staff and all staff meetings;
* Additional duties as assigned.

Qualified candidate will have:

* BA in Education, ESL or related field;
* TEFL, ESL certification, or licensure;
* Graduate degree or graduate-level coursework preferred;
* Minimum of two years of experience teaching ESL (some experience with adult learners required);
* Demonstrated experience developing curriculum;
* Experience working with people of diverse communities;
* Excellent oral and written communication skills;
* Strong organizational skills and ability to meet deadlines;
* Proficiency in Spanish, Somali or Hmong preferred.

To apply, please email cover letter and resume with “ESL Teacher” in the subject line to [hr@mnliteracy.org](mailto:hr@mnliteracy.org) by **Friday, December 19, 2014**.

*The Minnesota Literacy Council is an affirmative action / equal opportunity employer.• mnliteracy.org*