



Job Title:	Evening ESL Instructor	Job Category:	Programs
Department/Group:	Education/Training	Job Code/ Req#:	300
Location:	Pueblo Workforce Region	Travel Required:	None
Level/Salary Range:	\$24 -25/hour	Position Type:	8-10 hrs. per week Beginning February 2022
HR Contact:	HR@thelearningsource.org	Date Posted:	1/11/2022
Posting URL:	www.thelearningsource.org		

Applications Accepted By:

FAX OR EMAIL:

HR@thelearningsource.org
Subject Line: ESL Instructor - Pueblo

MAIL:

The Learning Source
Human Resources
8790 W. Colfax Ave. #109
Lakewood, CO 80215

Job Description

ROLE AND RESPONSIBILITIES

This position will work with the Pueblo Program Coordinator to develop and instruct English Language Acquisition classes for the Pueblo Workforce region. Classes will be in-person in the evenings. Responsibilities include:

- Provide direct instruction and 1:1 tutoring to students studying English as a Second Language using the Ventures curriculum and Burlington English learning platform.
- Assist students in creating individualized education plans that meet their learning needs and goals.
- Strive for 75% or better retention, maintain good communication with students and collaborate with Site Coordinator and Student Success Coach on student progress.
- Work toward requirement of 40% of all learners achieving a skill level gain measured from pre-test to post-test.
- Engage students with a range of skill levels using a variety of proven teaching skills and motivation strategies while meeting the needs of individual learning styles.
- Administer a variety of formative assessments and solicit regular student feedback to monitor student learning.
- Assist with Pre- and post-testing students using CASAS assessment.
- Oversee volunteer tutors and provide assistance with curriculum, teaching methods, and materials.
- Perform daily record-keeping and data reporting responsibilities to The Learning Source. Track student progress, attendance, and outcomes using the LACES database.
- Attend scheduled staff and team meetings.



- Participate in and document professional development as required by the organization.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree in education or related field
- Experience teaching adults and learners with diverse needs.
- Experience teaching English as a Second Language – previous experience with Ventures and/or Burlington English curricula preferred.
- Knowledge of education assessment tools – CASAS experience preferred.
- Understanding of group instruction principles and classroom management.
- Experience working with culturally and economically diverse communities and/or historically underserved populations.
- Experience working with volunteers.

PREFERRED SKILLS

- Bilingual – English/Spanish
- Adult Basic Education Authorization, or ability to obtain within three years.
- Knowledge of Adult Education Theory.
- Experience tracking student progress and educational growth.
- Lifelong learner and self-starter committed to continuous program improvement and student outcomes.
- Collaborative and professional team member.

ADDITIONAL NOTES

- Position open until filled.

The Learning Source promotes and provides educational opportunities through collaborative partnerships for adults and families to support their future achievements. Since 1964, The Learning Source has supported adult learners with barriers to education to pursue their educational and career goals.

THE LEARNING SOURCE PROVIDES EQUAL EMPLOYMENT TO ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, OR VETERAN STATUS. THIS OPPORTUNITY IS EXTENDED TO ALL INDIVIDUALS WHO ARE QUALIFIED FOR POSITIONS BY VIRTUE OF JOB-RELATED STANDARDS OF EDUCATION, TRAINING, EXPERIENCE AND PERSONAL ABILITIES.