



Job Title:	ELA Instructor	Job Category:	Programs
Department/Group:	Education/Training	Job Code/ Req#:	300
Location:	Sheridan Library 3425 W. Oxford Ave, Denver, 80236	Travel Required:	None
Level/Salary Range:	\$25/hr	Position Type:	2 days/9 hrs.per week Evening Position Start Date: January 2021
HR Contact:	HR@thelearningsource.org	Date Posted:	11/16/21
Posting URL:	www.thelearningsource.org		

Applications Accepted By:

FAX OR EMAIL:

HR@thelearningsource.org

Subject Line: ESL Instructor – Library ELA

MAIL:

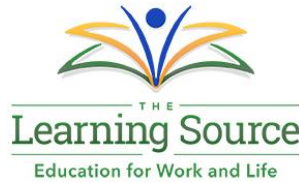
The Learning Source
Human Resources
777 S. Wadsworth Blvd. #2-200
Lakewood, CO 80226

Job Description

ROLE AND RESPONSIBILITIES

This position provides direct instruction in English Language Acquisition for a multi-level class two evenings per week at Sheridan Library and oversees student work in the Burlington English platform. Classes are Tuesdays and Thursdays from 5:45 – 8:45pm. There is an average of 2-4 hours per month for meetings and professional development. Prep time, meetings, and PD are paid. Additional duties include tracking student attendance and progress, administering standardized testing, reporting data into state database system, supervising classroom volunteers, attending meetings, and participating in professional development.

- Provide direct instruction and 1:1 tutoring two evenings a week 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 Program Manager 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 orientation and Pre- and post-testing students using CASAS assessment.



- Oversee volunteer tutors and provide assistance regarding curriculum, teaching methods, and materials.
- Monitor time spent and progress on asynchronous learning students participate in on Burlington English.
- Implement core curricula, Ventures, tailored to English Language Acquisition.
- Perform daily record-keeping and data reporting responsibilities to The Learning Source. Track student progress, attendance, and outcomes.
- Attend Professional Development trainings, workshops, and required team meetings as assigned by The Learning Source.

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

- 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
- Please preference site and time when submitting application

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.