



Nantucket Community School

Job Description

TITLE: ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) INSTRUCTORS

REPORTS TO: Adult Education Coordinator

TERMS OF EMPLOYMENT: This is a per-session contract paid position. There are two 10-week sessions beginning in September. Classes are conducted from 6:00 p.m. to 7:30 p.m. on Tuesdays and Thursdays with three hours of instruction per week and one hour of weekly preparation time.

JOB SUMMARY: The ESOL teacher is responsible for providing English instruction to adult students whose primary language is not English. The ESOL teacher will be responsible for curriculum development, evaluation of students' progress, and accurate maintenance of all students' records. Classroom instruction should be interactive and incorporate a variety of teaching techniques, materials, and resources. This is a "team teaching" position. The ESOL teacher is expected to work with other instructors to share the responsibilities of preparing lesson plans and implementing instruction.

QUALIFICATIONS:

- CIEE TEFL Certification is preferred.
- Proficiency in English & Spanish or Portuguese is preferred.
- Ability to establish and maintain effective working relationships with others.
- Ability to converse with members of the public pleasantly and effectively.

DUTIES AND RESPONSIBILITIES:

1. Provide English Instruction to limited English-proficient adult students.
2. Develop and implement instructional lessons based on student's proficiency levels.
3. Provide ongoing feedback to students and coordinators.
4. Analyze student progress to identify areas for improvement.
5. Attend staff development, training, and professional activities to improve/maintain knowledge of ESOL.
6. Administer formative and summative assessments.
7. Develop and strengthen relationships with community members participating in NCS programs.
8. Maintain confidentiality of reports, records, correspondence, and communications.
9. Act as a friendly ambassador for Nantucket Community School and Nantucket Public School District.
10. Maintain satisfactory attendance.
11. Adhere to and remain familiar with protocols and program policies developed by the Nantucket Public School and the Nantucket Community School.
12. Maintain a professional and pleasant attitude, being tactful and courteous toward co-workers, students, parents, and members of the public.
13. Present a professional appearance, a positive attitude, and a high standard of customer service at all times.

Evaluation: The Adult Education Coordinator will evaluate this job's performance annually.