



Nantucket Community School

ENGAGING, STRENGTHENING & CONNECTING OUR COMMUNITY

NANTUCKET COMMUNITY SCHOOL ADULT EDUCATION

Job Description

TITLE: ENGLISH AS A SECOND LANGUAGE INSTRUCTORS

REPORTS TO: Adult Education Coordinator

TERMS OF EMPLOYMENT: This is a per session contract position
Fall Session: Tues/Thurs Sept 13th- Nov. 17th; 6 - 7:30pm*
Winter/Spring Session: Tues/Thurs Jan. 10th - March 16; 6 - 7:30pm*

3 hours of instruction per week & 1 hour 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 for Adult English as a Second Language Class on all levels.

QUALIFICATIONS:

- CIEE TEFL Certification, preferred
- Proficiency in English & Spanish or Portuguese preferred
- Ability to establish and maintain effective working relationships with others
- Ability to converse with members of the public in a pleasant and effective manner

DUTIES AND RESPONSIBILITIES:

1. Provide English Instruction to limited English proficient adult students
2. Develop and implement instructional lessons based on student's proficiency level
3. Provides on-going to feedback to students and coordinators
4. Analyzes student progress to identify areas for improvement
5. Attends staff development, training and professional activities to improve/maintain knowledge of ESOL
6. Administers 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, positive attitude and a high standard of customer service at all times.

Evaluation: Performance of this job will be evaluated annually by the Adult Education Coordinator.