



PART-TIME VIRTUAL/REMOTE ADULT ESL INSTRUCTOR - EVENINGS

The ESL Instructor will support a diverse classroom of adult ESL learners, some of whom have low literacy or interrupted education, and will work to achieve the mission of The Family Place Public Charter School to help students and their families become self-sustaining, employable and engaged in their community.

Responsibilities:

- Teach a multi-level adult ESL class four evenings a week, Monday – Thursday.
- Instruct students remotely using a distance learning platform such as Zoom
- Support and/or monitor occasional in-person activities such as orientation, technology instruction, and CASAS testing
- Develop daily lesson plans with clear objectives and post lesson plans on Google Drive or Sharepoint.
- Incorporate CASAS competencies, life skills English, CCRS, and workforce development guidelines under WIOA into lesson plans and instructional activities.
- Monitor individual student and class CASAS performance and modify instruction or practice as needed using TOPSPro generated reports.
- Incorporate digital literacy instruction into the curriculum on a weekly basis.
- Work with tutors, interns, and/or volunteers in the classroom.
- Track daily attendance (in-person and remote) and record daily instructional hours for each student.
- Provide updates about student progress or needs to supervisor.
- Attend staff meetings, team meetings, and professional development.

Requirements:

- B.S. in Education, or a related field; MA in Adult Education or TESOL preferred, and at least three years of teaching experience
- Experience in ESL and adult education preferred
- Experience in and commitment to working with low-income, low literacy immigrant families and children
- Experience using CASAS Competencies to lesson plan and target instruction
- Ability to collaborate in a team environment
- Excellent oral and written communication skills in English
- Proficiency with Google Drive or Microsoft Word/PowerPoint
- Strong digital literacy skills and ability to learn and implement new technology in the classroom
- Must be located in the greater Washington, D.C. metropolitan area
- Spanish, highly desired

Schedule: Monday - Thursday, 5:00 - 9:00 p.m.

If interested, please send a resume and cover letter to:

Laurel Kircher, Chief Academic Officer; lkircher@thefamilyplacepcs.org