



## English Instructor

### Program Overview

The English Skills Learning Center (ESLC) has partnered with the Deseret Industries to provide intensive English as a Second Language, including life skills and job readiness instruction for DI associates with very limited language skills and literacy. The English instructor will teach literacy skills to immigrants and refugees in Salt Lake County at Deseret Industries and prepare students to enter the workforce by equipping them with skills to acquire a job, knowledge of US work culture, and the English necessary to succeed in the job search.

### Responsibilities

The English instructor will be supervised by the DI English Program Coordinator and is responsible for the following:

- Prepare daily lessons for classes; adjustments to the curriculum may be made as needed
- Keep a record of attendance and student work for each class taught using Google docs;
- Teach the assigned class, which will be held two hours a day Monday through Friday
- Support students in the fulfillment of the competencies for each module and keep a record of student performance on the competencies to include on certificate
- Assist in post-testing at the end of a session of class
- Assist in creating reports at the end of each session of classes
- Attend the ESLC volunteer training
- Substitute teach for classes in other programs, as schedule permits and needs arise

### Qualifications

- Experience teaching ESL to adults, especially those with very limited written and oral proficiency
- Experience working with low-income or underprivileged community groups and experience working in multicultural environment
- TESOL certificate or equivalent certification strongly preferred

**Other requirements:** Valid driver's license and ability to travel throughout Salt Lake County necessary to perform job functions. Employees are reimbursed for gas mileage. Background check will be performed on chosen candidate.

**Hours/Compensation:** This position is part-time position. Classes are Monday through Friday either 8 to 10 a.m. or 2:30 to 4:30 p.m. The instructor will be compensated for 10 hours of instruction and .5 hours of prep time per class session. Location for instruction is at DI stores in Murray or Sugarhouse. Send cover letter and resume to [careers@eslcenter.org](mailto:careers@eslcenter.org).