

Workplace ESOL Instructor Position Description

Description:

The Literacy Council of Northern Virginia is seeking an experienced ESOL instructor who displays a high degree of professionalism, intercultural sensitivity, a belief in lifelong learning, and a strong commitment to adult learners to join a committed, collaborative faculty.

Part-time position starting early May and ending mid July. Tuesdays and Thursdays, 11 AM-1 PM in McLean, Virginia. Instructor will teach a workplace ESOL class with a focus on oral communication and hospitality soft skills for hotel staff. Pay is \$25/hour.

Responsibilities include but are not limited to:

- Teach English to multicultural classes of adult learners with varying levels of educational backgrounds
- Create engaging and effective lesson plans aligned to curricular goals and objectives
- Incorporate assigned textbooks, authentic materials, and technology as appropriate
- Collaborate with volunteer class aides to maximize classroom learning opportunities
- Record and update class records (e.g., attendance, homework completion)
- Assist with class registration
- Travel to the LCNV office to pick up and drop off materials

Required Qualifications:

- 2 years ESL/EFL/English for Specific Purposes classroom teaching experience with adults or other strong teaching background
- Experience working with a diverse learner population
- Bachelor's degree

Preferred Qualifications:

- Master's degree in teaching English as a second language (TESOL, TEFL, etc.) or completion of a 120-hr TESOL certificate with practicum (e.g., CELTA, SIT TESOL Certificate)
- Customer service, hospitality or other related industry experience
- Proficiency in another language

Please send resume and cover letter to Xavier Muñoz, Literacy Council of Northern Virginia, 2855 Annandale Road, Falls Church, VA 22042 or via hr@lcnv.org.

The Literacy Council of Northern Virginia is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, or any other basis prohibited by law.