

## Destination Workforce® ESOL Instructor Position Description

### **Description:**

The Literacy Council of Northern Virginia seeks experienced ESOL instructors who display a high degree of professionalism, intercultural sensitivity, a belief in lifelong learning, and a strong commitment to adult learners to join a collaborative faculty. Applications accepted for part-time positions on an ongoing basis.

### **Responsibilities include but are not limited to:**

- Teach English to classes of adult immigrants and refugees representing a wide range of cultures and 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).
- Participate actively in faculty meetings and student assessment.
- Assist with class registration.
- Travel to the LCNV office to pick up and drop off materials.
- Occasionally lift and/or move up to 25 pounds of books and other materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **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)
- Proficiency in another language
- Experience teaching in an I-BEST or similar program
- Experience delivering customer service training or other similar experience

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](mailto: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.