

Lead Teacher Position Description

Description:

The Literacy Council of Northern Virginia is seeking 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 committed, collaborative faculty.

Part-time positions are for 8 to 12 week sessions. Instructors will teach in the beginning-level ELL classes, Family Learning Program, Destination Workforce, or skills-based classes.

Responsibilities include but are not limited to:

- Teaching English to classes of adult immigrants and refugees representing a wide range of cultures and educational backgrounds.
- Creating engaging and effective lesson plans incorporating assigned textbooks, authentic materials, and technology.
- Collaborate with volunteer class aides to maximize classroom learning opportunities.
- Record and update online class records, such as attendance, homework completion.
- Support volunteer instructors and class aides at the site.
- Participate actively in faculty meetings and student assessment.
- Assist with class registrations.
- 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.

Additional responsibilities specific to Family Learning Program teachers include but are not limited to:

- Facilitate bi-weekly parent and child involvement (PACT) activities.
- Oversee the attendance for the children's room.
- Collaborate with the children's room attendant to ensure enough materials and snacks are available.

Required Qualifications:

- 1-2 years ESL/EFL 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 TESOL, Applied Linguistics, Adult Education, or a closely related field
- Completion of a 120-hr TESOL certificate (with 6-hour practice teaching)
- Experience or demonstrated interest in incorporating technology such as mobile devices and SMART boards to enhance language learning
- Proficiency in another language

Please send resume and cover letter to Teaching Position, 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.