



## **Level 3 English-as-a-Second-Language Instructor**

### **General Description:**

The Level 3 ESL Instructor will teach real life English skills to adults who have some familiarity with reading, writing, and speaking English. The successful applicant will be expected to develop detailed, creative, daily lesson plans based on a curriculum guideline developed by Mary Treglia ESL program staff.

ESL Classes run from Monday through Thursday, 10:00 a.m. until noon. Teachers' hours are 9:00 a.m. until noon, and each teacher will work until 1:00 p.m. one day per week to test new students.

Other duties may be assigned over time or as requested by the Executive Director and/or ESL Program Coordinator.

### **Work Experience/Skills Required:**

Teaching experience required. Experience teaching ESL and working with immigrants is preferred. Instructors will be organized, creative, patient, and flexible to meet the needs of the diverse students and the challenges of working for a small not-for-profit organization.

### **Educational Requirements:**

- High School Diploma or GED
- College degree or equivalent work experience
- Teaching degree, ESL endorsement beneficial

### **Application Deadline**

Please submit resume and cover letter as a PDF to Erica DeLeon via e-mail ([Erica@marytreglia.org](mailto:Erica@marytreglia.org)). Promising candidates will be interviewed as resumes are received, and the position will remain open until the right person is found. Not all applicants will be interviewed, but all will be notified if such is the case.