

Job Title	ESOL Instructor
PVN ID	LA-1808-002690
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Center for Immigrant Education and Train
Status	Part Time
Hourly Rate	\$32.00-\$33.00
Hour(s) a Week	8.00-9.00
Closing Date	Oct 24, 2018 (Or Until Filled)

General Description

LaGuardia Community College's Center for Immigrant Education and Training (CIET) in the Division of Adult and Continuing Education (ACE) seeks dynamic and innovative part-time ESOL instructors for its Fall semester (September to December) programs.

CIET provides comprehensive educational and training programs designed to help low-income immigrant English language learners improve their economic status and become independent and effective participants in the life of New York City. CIET offers no-cost, grant-funded ESOL programs that assist immigrant adults in their roles as workers, parents, and community members.

Responsibilities include:

- Teaching ESOL approximately 9 hours per week;
- Daily classroom instruction, student assessment, and lesson planning/ curriculum development;
- Creating a communicative classroom environment for adult English language learners;
- Tracking student progress and attendance, while assisting with all required documentation;
- Completing approximately 5 hours per quarter of paid professional development workshops through the NYSED Regional Adult Education Network (RAEN);
- Other related tasks, as necessary.
- This part-time position will be at an estimated hourly wage of \$33.00 an hour.

Please include a resume and cover letter, indicating dates and hours available to teach in Fall and preferred proficiency level(s) of instruction (beginners, intermediate, high-intermediate), along with the contact information for 3 professional references.

Other Duties

Qualifications

- Bachelor's degree, plus a recognized TESOL certification and/or MA TESOL coursework;
- Relevant adult ESOL teaching experience, including use of contextualized ESOL lessons related to civic engagement, workforce readiness, computer literacy, and/or parent engagement;
- Ability to use standard Microsoft Office software;
- Best Plus oral assessment certification helpful;
- Availability for either a morning (9:15am-12:15pm) or evening (6:00-9:00pm) weekday schedule, at least 3 days a week.