

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

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## 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.

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## Other Duties

## Qualifications

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- 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.