**Job Description**

**Job Title:** Part-time Daytime Adult ESOL Teacher

**Position Summary:**

The Collierville Literacy Council (CLC) is seeking an enthusiastic and dedicated ESOL teacher to work with beginner, intermediate, and advanced English students in an immersion environment from 10 AM to 3 PM Monday thru Thursday. The candidate would be responsible for teaching Introduction to English, Beginner English, Intermediate Writing, and Intermediate English courses. The ideal candidate is a tolerant problem-solver who is, or is seeking to become, TEFL/TESOL certified.

**Position Responsibilities**

* Planning, preparing, and delivering level-appropriate lessons that include grammar, vocabulary, and pronunciation
* Encouraging pupil development of listening, speaking, reading, and writing skills
* Promoting a safe, respectful, and creative classroom experience for beginning and intermediate learners
* Adheres to all company policies, procedures and business ethics codes
* Checking and assessing pupils’ work
* Reporting student results to the ESOL Program Manager
* Helping students develop learning strategies
* Candidate may be assigned an intern to help with grading and preparing classes
* Other duties assigned

**Knowledge, Skills, and Ability**

* Bachelor’s Degree in relevant subject area
* TEFL/TESOL certified
* Strong classroom management skills required
* Highly organized; flexible in meeting the needs of onboarding students
* Ability to create lesson plans to meet the needs of a diverse student population • Sparking a love and a confidence for English language learning
* Enunciating and speaking clearly
* Technologically savvy
* Experience in immersion teaching
* Experience in multicultural situations
* Teamwork
* Communication
* Feedback giver
* Problem Solver

**Preferred Skills**

• Bilingual or Advanced Spanish or Arabic Speaker

**Physical Demands and Work Environment**

• Work in-person with a small group of adult learners

• Vaccinated teachers are highly preferred

**Background Requirements**

• Requires a background check upon offer

• Requires a drug test upon offer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.  Duties, responsibilities and activities may change at any time with or without notice.

Collierville Literacy Council is an Equal Opportunity Employer and will not discriminate against an applicant or employee for any legally recognized protected basis under federal, state or local laws, regulations or ordinances. Our mission is to empower individuals and enrich communities through literacy. This is a value we highly support and strongly encourage candidates of all backgrounds to apply.