



PART-TIME ENGLISH LANGUAGE INSTRUCTOR JOB DESCRIPTION

GENERAL SUMMARY:

Join an organization that supports employees with training, growth, and development so they can make a difference in the communities we serve.

We are looking for the right person to provide education classes for adults working on learning English.

Provide adult basic education classes both face-to-face and online. Assist Cornerstones Program Coordinators in the creation and delivery of other workplace training programs for the communities and employers.

MINIMUM QUALIFICATIONS:

- A baccalaureate degree from an accredited university is preferred
- Teacher Certificate preferred
- Proficiency with both verbal and oral communication skills
- Experience in curriculum development and/or training delivery
- Proficient in Microsoft Office and/or Google Suite
- Experience working with English Language Learners is desirable but not required
- Speaking languages in addition to English is highly desired
- Experience in training and/or teaching

RESPONSIBILITIES:

- Carry out the goals, objectives, and action steps for Cornerstones' education and training programs
- Provide basic education services to adults wanting to improve their English language skills.
- Complete correspondence, and reports as required by Cornerstones.
- Assume additional duties as assigned by the Executive Director and Program Coordinator.

SKILLS:

- Develop rapport easily with people and work effectively as part of a team
- Utilize class curricula and instructional techniques
- Work effectively with participants in evaluating educational needs
- Assist participants in developing English skills
- Maintain participant files, including written correspondence, telephone calls, and computerized record systems

WORK SCHEDULE

This is a part-time year-round position. The work schedule includes evening hours on Monday, Tuesday, and Wednesday. There are no weekends or holidays.

APPLY

Online application available at <https://cornerstonescareer.com/cv/>
Email resume to Admin@CornerstonesCareer.com