



## Job Description – Part-Time Evening English Language Instructor

### Purpose

As a Part-Time Evening English Language Instructor, you support adult learners in improving their English language skills. Your work directly contributes to Cornerstones' mission: *Education transforms lives.*

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### Key Responsibilities

- Teach online English language classes for adult learners.
  - Support learners in developing reading, writing, speaking, and comprehension skills.
  - Use established curricula and instructional techniques to guide learning.
  - Evaluate learner needs and assist in creating study plans.
  - Maintain accurate records.
  - Complete reports and correspondence as required by Cornerstones.
  - Collaborate with staff to carry out the goals and objectives of education and training programs.
  - Assume additional duties as assigned by the Executive Director or Program Coordinator.
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### Qualifications

- Bachelor's degree preferred (teaching certificate desirable).
  - Strong verbal and written communication skills.
  - Experience in curriculum development and/or teaching.
  - Proficiency in Microsoft Office and/or Google Suite.
  - Experience working with English Language Learners is desirable.
  - Fluency in another language is highly desired.
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### Skills

- Build rapport easily and work effectively as part of a team.
  - Use class curricula and instructional techniques effectively.
  - Assess learner needs and provide appropriate support.
  - Assist participants in developing English language skills.
  - Maintain organized participant files and accurate records.
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### Position Details

- Part-time, year-round position. Evening classes Monday–Wednesday from 6:00 to 7:30 PM. No weekends or holidays required.
- \$17.00 an hour for 6 to 7 hours per week.