



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.*

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 (7 hours per week), year-round position. Evening classes Monday–Wednesday from 6:00 to 7:30 PM. No weekends or holidays required.