



ESL Teacher : Cortez site

The Durango Adult Education Center seeks an experienced educator to join our team of caring and dedicated staff. The ESL teacher will be employing teaching strategies and programming that have been successful at our Durango site in a new program set to begin in August of 2017. Our English language classes incorporate reading, writing, listening and pronunciation with a focus on the language learners need for work and life. Our rigorous curriculum integrates technology and workforce preparation. Teachers work with our Career Advisor to develop career pathways for individual learners.

Reports to: Libby Baumchen, ESL Program Manager

Location: This position will teach at our Cortez site with the tentative schedule of either 2 or 4 evenings per week 6:00-8:00 pm.

Duties and Responsibilities:

- Teach standards-based English instruction to non-native English speakers while integrating technology skills.
- Assist in planning and executing program start-up logistics
- Apply differentiation techniques, small group strategies, and problem-solving approaches to develop critical thinking and high student achievement
- Chart in student files at least weekly and maintain individual confidentiality of student files and information in all forms of communication
- Perform formative and summative assessment, record-keeping, and reporting duties as required by DAEC and the Colorado Department of Education, and adhere to confidentiality
- Provide guidance to volunteer aides and teachers regarding curriculum, teaching methods, and materials
- Collaborate with ESL team in program improvement efforts
- Begin the Adult Basic Education Authorization within six months of hire and complete within 36 months or if candidate already has an ABEA, complete 90 hours of professional development and successfully re-authorize the ABEA within five years

- Attend professional development, trainings, and in-services as required by the Colorado Department of Education, ESL Coordinator and/or the Executive Director
- Light cleaning of classroom (whiteboard, tables, vacuum, & garbage)
- Other duties as assigned

Qualifications:

- Minimum of a Bachelor's degree and teacher certification (teaching credential, TEFL, TESL, TESOL, etc.)
- Minimum of 3 years teaching experience, preferably in language instruction
- Willingness to obtain Colorado Adult Basic Education Authorization within 3 years of hire
- Experience working with and deep compassion for diverse, marginalized or vulnerable populations
- Technology skills and experience with educational software, Microsoft Office and a willingness to learn new technology to improve student learning
- Excellent communication skills with an ability to prioritize, negotiate, and work on a team
- Personal qualities of integrity, credibility, and dedication to the mission of the Durango Adult Education Center
- Flexibility and compassion are essential in all facets of this position
- Bilingual English/Spanish, highly desired

Compensation:

- \$20.50/hour for 7-14 hr/wk. Benefits include paid time off.

Application Instructions:

Submit a cover letter, resume, and a list of three references to: Libby Baumchen
lbaumchen@durangoadulted.org

Anticipated start date is mid-August