



## **ADULT ENGLISH LANGUAGE INSTRUCTOR**

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**Position Title:** Adult English Language Instructor (ESL)

**Reports to:** Executive Director

**Date:** 01/28/2026

**Department:** Tec Centro Lebanon

**FLSA Status:** Non-Exempt; Casual Part-Time

### **Job Summary**

Join our dynamic team as a English Language Instructor, where you will play a vital role in empowering professionals to communicate confidently and effectively in their work environments. This paid position offers an exciting teaching opportunity to engage adult English language learners, within a supportive learning environment and help individuals achieve their professional goals.

There are 2-3 immediate openings for upcoming ESL and conversational English, commencing in **March 2026**. The position is expected to be fewer than 20 hours per week; however, hours are not guaranteed and may vary based on organizational needs, course assignments, and student enrollment. Course assignments may include morning, afternoon, or evening hours and are determined on a semester basis.

Salary: \$21 to 23/hour based on experience

**WEPA/Tec Centro makes no guarantee of employment, permanent or otherwise, for either party upon completion of this class.**

*WEPA/Tec Centro will be recruiting for multiple applicants to create a pool to match accelerating student interest.*

**Benefit eligibility:** No

### **PRIMARY FUNCTIONS**

We are seeking a dynamic and dedicated Adult Educator specializing in ESL (English as a Second Language) to join our vibrant team here at WEPA/Tec Centro - Lebanon. In this role, you will empower adult learners to achieve their academic and career goals through engaging instruction, personalized support, and innovative learning strategies.

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## KEY RESULTS AREAS

- Institute goals for lessons, plans and assignments, and effectively share them with the students.
- Provide instruction to students both individually and in groups, utilizing diverse teaching methods such as lectures, demonstrations, and discussions.
- Assess skills and compile reports on student's progress.

## ACCOUNTABILITIES

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### *English Instruction*

Responsible for delivering ESL instruction using adult-centered teaching methods in a classroom environment. Courses will be conducted in person, with the possibility of remote or Hyflex formats.

- Lead Conversation Groups and Workplace English/Spanish programs as needed.
- Design lessons and curriculum tailored to the needs of culturally diverse, multi-level learners to support the development of English language skills.
- Create instructional materials, including handouts, PowerPoint presentations, and other resources that support effective classroom learning.
- Administer pre- and post-assessments to evaluate student literacy levels and measure progress.
- Provide or coordinate tutoring services for students as needed.

## POSITION SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

#### **Required**

Bachelor's degree, preferably in education, human services, or a related field, or an equivalent combination of education and experience.

- At least one year of experience in training, vocational education, or teaching.

#### **Preferred**

- Experience working with adult learners in an educational environment.
- Experience designing curriculum and developing lesson plans.

#### **Other Skills and Abilities**

1. Strong organizational skills with keen attention to detail.

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2. Exceptional presentation skills, both one-on-one and in group settings.
  3. Ability to build and maintain positive relationships with individuals from diverse backgrounds.
  4. Effective and professional communication skills in writing, by phone, email, in person, or through other media.
  5. Skilled at engaging students across a wide range of educational levels, from non-high school graduates to advanced degree holders.
  6. Ability to develop and implement goal-oriented plans with measurable outcomes.

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**If you require accommodations, please contact [HR@wepaempowercenter.org](mailto:HR@wepaempowercenter.org).**

**Anticipated Start: March 2026 Application Deadline: Until position Filled**

WEPA/Tec Centro is a drug-free, smoke- free workplace.

EEO/AA Employer/Vet/Disabled