



WORKPLACE ENGLISH INSTRUCTORS

Position Title: Workplace English Instructor

Reports to: Adult Basic Education Lead Instructor **Department:** Tec Centro Lebanon

Status: Non-Exempt; Casual Part-Time

Working Hours: Workplace English Instructors assignments range from 10-20 hours per week; depending upon 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: \$23/hour based on experience

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

Applicants must submit a current resume with a cover letter to HR@Wepaempowercenter.org
Please indicate your schedule preference and availability: morning, afternoon, evening hours.

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

Benefit eligibility: No

PRIMARY FUNCTIONS

WEPA/Tec Centro - Lebanon is seeking dynamic ESL Instructors to support our Workplace English programs. You will empower students by teaching essential English skills within the context of job readiness and career development. We provide a vibrant, collaborative environment where you can apply innovative learning strategies to help culturally diverse learners reach their full potential.

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.
- Design lessons and curriculum tailored to the needs of culturally diverse, multi-level learners to support the development of English language skills and workplace readiness.
- 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.
- Conduct field trips within the community to support learning and engage 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.

Experience in training, vocational education, or teaching.

Preferred

- Experience working with adult learners in an educational environment.
- Job coaching or career development experience.
- Experience designing curriculum and developing lesson plans.

Other Skills and Abilities

1. Strong organizational skills with keen attention to detail.
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.
-

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

If you require accommodations, please contact HR@wepaempowercenter.org.

Anticipated Start: Ongoing Application Deadline: Until position Filled

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

EEO/AA Employer/Vet/Disabled