



## **Adult ESL Teacher - Contract Assignment**

### **About the Organization**

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. We believe everyone has the right to achieve their dreams. Every day, we educate, empower, support, and partner with motivated immigrants to best meet all their unique needs—from putting food on the table, to becoming American citizens, to learning English, to graduating from college. Because when we support immigrants, Marin becomes a place where everyone can live, work, and succeed.

### **About the ESL Program**

Canal Alliance's ESL Program prepares Latino immigrants to feel empowered, supported and motivated to lift barriers to their success through a communicative language framework alongside strengths-based learning.

### **Position Description**

Canal Alliance is seeking an ESL Teacher for the Spring Semester (**January 27 – April 30, 2020**) to provide intensive English classes to English language learners, and ensure students gain the skills necessary to advance to the next level. The ESL Teacher reports to the ESL Manager. A successful candidate will integrate relevant teaching practices in grammar, writing, listening-speaking and reading and be a passionate believer in the power of education to improve the lives of immigrants and their families. Candidates should have the ability to work Monday through Thursday nights from 8-10pm and attend a mandatory training on **Monday, January 13 from 6:30-9:00pm**.

### **Essential Duties and Responsibilities**

- Provide a nurturing, supportive, and positive learning environment, with high expectations for students
- Prepare and deliver lesson plans in line with Communicative Language Teaching, program goals, philosophy, and curriculum
- Build positive and respectful relationships with students
- Communicate consistently and assist in identifying needs of students
- Maintain accurate records of student attendance
- Administer and grade assessments throughout the semester
- Monitor student progress
- Modify instructional program of students based on student data
- Participate in one professional development session each semester

### **Knowledge, Skills and Abilities**

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, skills, and ability required.

- Ability to provide effective and engaging ESL instruction
- Knowledge and understanding of a variety of assessment tools

- Ability to track and analyze data to monitor progress towards milestones
- Excellent organizational skills
- Ability to establish positive working relationships with students, staff and volunteers
- Ability to function with minimal supervision, follow directions, and handle multiple tasks simultaneously
- Ability to work with people of varied cultural and socio-economic backgrounds
- Bilingualism in English/Spanish preferred

#### **Education and Experience Requirements**

- Bachelor's Degree
- Master's Degree in TESOL or TESOL certification preferred (experience will be considered without Master's or certificate)
- Minimum 1-year adult ESL teaching experience
- Experience working with low-income and/or immigrant populations

#### **Compensation**

This is a contract position without benefits. Intensive ESL instructors are independent contractors.

#### **Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect.

Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

#### **Application Process**

Please email your resume and cover letter to [HR@canalalliance.org](mailto:HR@canalalliance.org). Only electronic applications will be accepted. (Keep it green!) Please indicate "ESL Teacher – YOUR NAME" in the subject line of your email.