



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Adult Education and Literacy ESOL Instructor
Payroll/Personnel Type:	Part-Time
Job #:	9403
Reports to:	Supervisor of Adult Education and Literacy
Shift Length:	Varies
Union Eligibility:	Not Eligible

Position Summary:

Provides students with a program of study that teaches High School Equivalency Skills or English as a Second Language Skills and meets the individual needs, interests and abilities of students while developing employability skills.

Essential Functions:

- Supervises all students assigned in instructional activities
- Meets and instructs assigned classes in the locations and at the times designated
- Plans and develops curriculum to meet competency requirements for the academic areas
- Develops and adapts instructional materials and experiences to meet individual student needs, aptitudes and interests
- Assesses and records student accomplishments on a regular basis through an approved DESE format
- Maintains accurate attendance, progress, and enrollment records on students and follows Adult Education and Literacy procedures for reporting student attendance
- Teaches and enforces safety policies and practices required by federal and state laws, the school district and the department
- Develops and implements a variety of teaching strategies
- Establishes and maintains an effective climate for learning
- Supervises tutors, when assigned
- Serves as positive role model and leader for students to follow
- Attends and participates in professional development and staff meetings
- Follows District's policies and procedures as adopted by the Board of Education
- Communicates regularly with contacts and field staff
- As part of the program evaluation process, maintains a Program Recruitment and Retention Plan
- Performs other duties and responsibilities as assigned
- Proficient in the computer-related programs, such as Microsoft Office Suite, and Adobe
- Able to teach a wide range of class content that includes: Math, Language Arts-Reading and Writing, Science, Social Studies and computer skills

Knowledge, Skills, and Abilities:

- Proficient in the areas mentioned under **Essential Functions** and under **Experience**
- Must put the interests of students' first, set high expectations and demand high quality performance

Experience:

- Experience in teaching Adult Basic Education or Adult English as a Second Language



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Education:

- Bachelor's Degree in related field (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____		_____	
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.