



Job Title:	ESL Lead Teacher	Job Category:	Programs
Department/Group:	Education/Training	Job Code/ Req#:	300
Locations:	Cherry Creek Public Schools Walnut Hills Elementary	Travel Required:	This position requires the teacher to have reliable transportation.
Level/Salary Range:	Job Type: Part-time Salary: \$26.00 per hour	Position Type:	Working days and hours correspond to the appropriate teacher calendars for the Cherry Creek Public Schools. In most cases a teacher works 24 hours per week six, hours per day Monday through Thursday.
Reports to:	Program Manager	Date Posted:	Positions to start ASAP

Posting URL: www.thelearningsource.org

Send Resume to: harry@thelearningsource.org

Job Description

ROLE AND RESPONSIBILITIES

This position provides direct instruction in English Language Acquisition for one class for four days per week (M-Th) at Walnut Hills Elementary. This position oversees student work in the Ventures curriculum. Prep time, meetings, and PD are paid. Additional duties include tracking student attendance and progress, administering standardized testing, reporting data into state database system, supervising classroom volunteers, attending meetings, and participating in professional development. The successful applicant oversees general management of the learning center and is responsible for adult student assessment (CASAS and TABE) placement and instruction.

- Provide direct instruction to students studying English as a Second Language using the Ventures curriculum and Burlington English learning platform.
- Assist students in creating individualized education plans that meet their learning needs and goals.
- Strive for 75% or better retention, maintain good communication with students and collaborate with Program Manager on student progress.
- Work toward requirement of 40% of all learners achieving a skill level gain measured from pre-test to post-test.
- Engage students with a range of skill levels using a variety of proven teaching skills and motivation strategies while meeting the needs of individual learning styles.
- Administer a variety of formative assessments and solicit regular student feedback to monitor student learning.
- Assist with orientation and pre-and post-testing students using CASAS assessment.



- Oversee volunteer tutors and provide assistance regarding curriculum, teaching methods, and materials.
- Help foster an encouraging and supportive environment for volunteers by providing guidance in curriculum selection and teaching methods, as well as regularly responding to tutor concerns and needs.
- Perform record-keeping and reporting responsibilities using computer-based program.
- Attend workshops, training and in-services as indicated by the Program Manger.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bilingual skills (Spanish) preferred but not necessary.
- Bachelor’s Degree in education, liberal arts or related field.
- CDE Adult Basic Education authorization (ABEA) completed, in progress or willingness to start.
- Experience teaching English language and/or adult basic education/career skills preparation to adults.
- Knowledge of adult education theory, including English language instruction
- Understanding of standard education assessment tools.
- Supervisory skills in staff/student/tutor relations.

ADDITIONAL NOTES

The Learning Source is a non-profit organization founded in 1964 to enable adults the opportunity to pursue educational goals. Volunteer tutors, in locations throughout the Denver metro area, provide instruction in basic literacy, GED, ESOL, and Family Literacy. The Learning Source is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. The Learning Source does not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation or any other status protected by state or local law.