AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF PART TIME INSTRUCTOR ADULT ESL**			PAY GRADE:	**P/T**
JOB CODE:		FLSA STATUS:	**NON-EXEMPT**	DATE REVISED:	**11/04/2024 HC**
DUTY DAYS:		LEGACY JOB CODE:			
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY GRANT FUNDED. EMPLOYMENT IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The board adapted definition of equity from the National Equity Project will guide our transformational work.

Educational equity means that each child receives what they need to develop to their full academic and social potential. Working towards educational equity involves:

- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor;*
- *~~Interrupting~~ Disrupting inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents, and interests that every human possesses. https://nationalequityproject.org/*

-Austin ISD Board President, February 2019

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. A Bachelor's degree from an accredited college or university is preferred.. One (1) year of related work experience in literacy or adult education (ESL, GED, workforce development) is preferred.

SKILL REQUIREMENTS:

This position requires detailed understanding of the area of instruction to be taught, and the ability to interact with and relate to adults. Incumbent may be required to operate a variety of office equipment, including photocopiers, laminating machines, and audiovisual equipment. Employees in this position must be able to read, write, and speak/communicate in English in order to deliver effective instruction to English Language Learners and provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students. Employees must demonstrate proficiency using Microsoft Office software and video conference tools such as Zoom. Class assignment is at the discretion of the Administrative Supervisor, Adult Education and Literacy and dependent upon availability. Classes are offered in the morning and evenings, both in-person and virtually.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for instructing adult students in English as a Second Language, which includes reading, writing, speaking, and listening. The Adult ESL instructor will work under the supervision of the Administrative Supervisor, Adult Education and Literacy to deliver effective instruction in order to support students' learning needs and meet yearly program targets, as identified by the City of Austin Department of Economic Development.

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ESSENTIAL FUNCTIONS:

- Deliver engaging lessons and curriculum based on the learning needs of culturally diverse and multi-skill level adult students.
- Track and report weekly student attendance.
- Maintain an organized and professional classroom environment, exercising effective classroom management skills and organizing instructional materials to maximize student learning.
- Possess excellent communication and organizational skills, effectively using tact, diplomacy, and professionalism in communicating with students, colleagues, school personnel, and supervisor.
- Continuously assess and monitor student progress.
- Complete annual professional development requirements established by the Texas Workforce Commission.
- Maintain a consistent work schedule that aligns with assigned class times.
- Maintain confidentiality of student and work-related information and materials.
- Understand and follow the AEL Program's Standard Operating Procedures.
- Assist with student enrollment and pre/post testing events when needed.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is generally conducted in a classroom or virtual environment, depending on class assignment. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position. Incumbent must be able to lift a minimum of 10 lbs.

PERSONAL WORK RELATIONSHIPS:

Incumbent reports to the appropriate supervisor of the department.

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	